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Policy for Award of Post-Doctoral Fellowship

Name of the Policy	Policy for Award of Post-Doctoral Fellowship
Policy Document No	AU/OOR/CFR/PDF/2025/006
Version	01
Description of the Policy	This policy facilitates advanced research training and interdisciplinary engagement to prepare post-doctoral fellows for academic and research careers
Policy applicable to	Post-Doctoral Fellows
Approval Authority	Research Council
Approval Date	Meeting dated April 26 2025
Responsible Office/Department	Centre For Research; Human Resource Development; Director-Research; Dean Academic Affairs; Deans of all Schools; Doctoral Program Directors; Office of Registrar; Office of Admission





Policy for Award of Post-Doctoral Fellowship

1. Introduction

Post-doctoral research plays a pivotal role in preparing emerging scholars for successful academic and research careers. This phase not only offers an invaluable opportunity to acquire new skills and methodologies but also acts as a bridge, allowing researchers to broaden their horizons through exposure to cross-disciplinary practices. The post-doctoral experience is designed to foster innovation and enrich expertise, ultimately laying the foundation for a robust and dynamic career in research and academia.

2. Vision:

To nurture a vibrant community of post-doctoral researchers who contribute meaningfully to the advancement of knowledge, innovation, and societal impact through high-quality, interdisciplinary, and sustainable research.

3. Objective

- a. Aligned with the institution's strategic research vision, the Post-Doctoral Fellowship seeks to cultivate a research environment that drives social relevance, sustainability, and innovation. The fellowship will be initially awarded for one year and extendable for another one year based on the fellow's performance.

- b. **Research Outcomes:**

The Post-Doctoral Fellowship aims to:

- Promote high-impact publications and collaborative research aligned with national and global research priorities.
- Encourage translational and applied research that addresses contemporary societal, industrial, and environmental challenges.
- Strengthen research capacity within the academic ecosystem through mentorship, innovation, and scholarly engagement.
- Foster international collaborations and cross-institutional partnerships that enhance the visibility and quality of institutional research output.

- c. **Thrust Areas**

Some of the suggested thrust areas are but not limited to:

- Smart Cities and Transportation
- Energy efficiency, Renewable and Sustainable energy



- Electric and Hybrid Mobility
- Reforms in present education systems
- Effects of growing social appearance on electronic media
- Sustainable and contemporary value education
- Organic Green Revolution
- Reducing carbon footprints in developing economies
- Poverty and its elimination
- Food Security
- Good health and well-being
- Clean water and sanitation
- Industry innovation and infrastructure
- Reduced inequality.
- Responsible consumption and production
- Sustainable Materials and Nanomaterials
- Artificial Intelligence
- Image Processing
- IOT
- Climate action
- Peace, Justice and strong institutions.
- Intelligent and Secure Systems, and Cognitive and Assistive Computing

4. (A) Eligibility criteria for candidate

- a. Candidates who have been unemployed and awarded the Ph.D. degree in the relevant subject/discipline of Sciences, Engineering and Technology, Humanities and Social Sciences including languages are eligible to apply. (Provisional Certificate may be accepted in case the degree is not awarded).
- b. If the candidate is employed elsewhere, a sabbatical agreement or a no objection certificate from the current organization must be submitted.
- c. 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 (Non-Creamy Layer) / PWD (Persons with Disabilities) and Transgender).
- d. Candidates should be below 45 years of age (as on the date / last date of application). There shall be age relaxation for SC / ST / OBC (Non-Creamy Layer) / Women / PWD (Persons with Disabilities) and Transgender for 5 years. In exceptional cases, the age may be relaxed.



- e. If selected candidate is availing any other fellowship/remuneration, he / she will have to resign from the same before accepting the UGC Post-Doctoral Fellowship.

(B) Eligibility of Mentor/ Supervisor

- The mentor must be a regular faculty member at Alliance University at the level of Associate Professor or above and must hold a Ph.D. degree.
- The Mentor should have 3–5 years of post-Ph.D. research experience with a demonstrated record of independent research.
- Preferred to have a minimum Scopus H-index of 15.
- Must meet at least one of the following research criteria:
 - i. A minimum of 8 publications in the past two years in SCI / SCIE / Scopus-indexed / ABDC / ABDC+ / Web of Science (WoS) journals; or
 - ii. Supervised a minimum of 3 Ph.D. theses to completion.
 - iii. Active engagement in research collaborations, centres of excellence, or interdisciplinary research projects is highly desirable.

5. Application Process

Candidates interested in applying for the Post-Doctoral Fellowship are required to submit a formal application comprising the following documents:

- **Curriculum Vitae (CV):** A comprehensive and well-structured CV detailing academic qualifications, research experience, publications, awards, and any other relevant professional achievements.
- **Research Publications:** Evidence of a minimum of **five (05)** research publications in **Q1 or Q2 journals**, with at least **two (02)** publications where the applicant is listed as the **first author**.
- **Scopus H-index:** Proof of a minimum **H-index of 5** as recorded in the Scopus database.
- **Academic Credentials:** A copy of the **Ph.D. degree certificate** or **provisional certificate** issued by a recognized university or awarding institution.

Important Note:



Applications that are incomplete, improperly formatted, or found to contain false or misleading information will be deemed ineligible and summarily rejected.

6. Selection process

a. Review and Evaluation:

- i. Applications will be evaluated by the selection committee consisting of:
 1. Director-Centre For Research (CFR) [Chairperson]
 2. Program Director-Ph.D. Program
 3. Proposed Post-Doc - Supervisor / Mentor [Member]
 4. One subject expert [Member]

b. Interview and Final Selection:

- i. The interview panel may typically include:
 - Head, CFR or a nominee
 - The School Dean or their nominee.
 - The Head of Department (HOD)/Area Chair,
 - The Program Director/Program Coordinator, and
 - An Area Expert.
- ii. Shortlisted candidates will be invited for an interview.
- iii. Final selection will be based on academic credentials, research potential, alignment with the institution's research goals and candidate's accomplishments at the Ph. D level.
- iv. As a standard procedure, when a candidate is seeking admission based on a reference, the faculty member providing the reference shall not be involved in the admission process.
- v. The post-doctoral fellow will be assigned a mentor based on the research area and availability of vacancy for the mentor. To encourage interdisciplinary research, suggest allowing joint mentorship from two faculty members across different departments, especially when the research spans multiple domains.

7. Fellowship Benefits

i. Fellowship Amount:

- A monthly fellowship ranging from Rs. 75,000 to Rs.1,10,000.

ii. Research and Travel Allowances:



The post-doctoral fellow will be eligible for additional allowances for high-end research facilities only after successfully completing 6 months

- A post-doctoral fellow is eligible for contingency grant of Rs. 25,000/- per year. This grant covers the purchase of books, journals, photocopying of documents, student memberships of professional organizations, educational trips, internet bills, procurement of electronic gadgets, computer software, peripherals, stationery, and accessories. Any peripherals procured would eventually become university property and must be handed over to concerned departments/offices.
- Post-doctoral fellows who are differently abled will be entitled to an additional grant of Rs. 2,000 per month towards Escort/Reader Assistance.
- The fellowship will also include funding support up to Rs. 100,000/- subject to approval on a case-by-case basis, once during the program, for attending international conferences/seminars, provided the post-doctoral fellow is not availing funding support from any other agencies.
- Post-Doctoral Fellow will receive fellowship support, which includes funding up to Rs. 30,000/- per year for attending national conferences or workshops, provided they are not receiving funding from any other agencies. Requests to attend such events must be recommended by the Research Supervisor and approved by the Program Director, Dean, Centre for Research and Hon'ble Vice-Chancellor.
- Longer Duration Immersion Programs: Post-Doctoral Fellow who participate in immersion programs of extended duration of more than 1 month will not be eligible to receive a stipend from Alliance University. However, they may utilize any fellowships or grants received from the host program.
- Shorter Duration Immersion Programs: Post-Doctoral Fellow who participate in shorter-duration immersion programs up to a period of one month will not receive a stipend from Alliance University.
- Case-by-Case Consideration: The provision of stipends for immersion programs may vary on a case-to-case basis, subject to approval from the designated approving authority.

While no stipend will be provided during the immersion program, Post-Doctoral Fellow will be granted an extension of their study period to accommodate the program's duration. Upon completion of the immersion program, fellowship support may continue for the extended period.

- If a Post-Doctoral Fellow develops research with potential for patenting or other forms of intellectual property protection, the process of filing and ownership distribution shall be governed by the approved IPR Policy of Alliance University.

iii. Campus Facilities:



- Access to campus resources, including libraries, laboratories, and other relevant research facilities.

iv. **Work Environment and Mentoring Opportunities:**

- Exposure to a highly interdisciplinary work environment.
- Opportunities to mentor and collaborate with bright students, contributing to their academic and professional development.

8. Leave entitlement.

All leave requests must be submitted through the university HR portal and will follow a two-step approval process. The request must first be approved by the Research Supervisor and then by the Head of the Department (HOD), who will serve as the sanctioning authority.

Post-Doctoral Fellows are entitled to the following leaves:

- 1 casual leave per month, subject to approval from the research Supervisors or authorized person as per HR Policy.
- 6 sick leave per year, subject to approval from the research Supervisors or authorized person as per HR Policy.
- Women Post- Doctoral Fellows are eligible up to 240 days maternity leave once in entire duration without any fellowship. However, upon completion of maternity leave, their research period will be extended to accommodate the leave duration, along with continued fellowship support for the extended period.

This policy ensures that Post-Doctoral Fellows are granted leave in a structured and accountable manner, ensuring that both research and personal exigencies are appropriately managed.

Additional Leave Guidelines:

I. Duty Leave for Research-Related Activities:

Post-Doctoral Fellows may apply for duty leave for data collection and research-related activities, subject to the following conditions:

- (a) For duty leave of less than 3 days, the leave application must be recommended by the Research Supervisor.
- b) If applicable, the Ethics Committee must approve the data collection protocol.
- c) For leave exceeding 3 days, approval must be obtained from the Head, CFR with final approval from Office of VC.

The Duty Leave request must be forwarded by the Supervisor through Program Director, endorsed by the respective school Deans, and approved by the Head, CFR.



II. Leave for Unforeseen Circumstances:

In the event of unforeseen circumstances beyond the Post-Doctoral Fellows control, such as an accident or prolonged illness, the Fellow must report their absence to the Head of the Department through the Supervisor within one week.

The leave request will be reviewed and recommended by the Supervisor through Program Director, followed by approval from the Dean and the Head, Centre for Research, and will require final approval from the Vice-Chancellor.

III. Long leave of Absence:

Post-Doctoral Fellow who exceeds 3 days of leave in a month or more than 06 days beyond permissible leave in a calendar year must provide a written explanation to the Head of the Department through their Supervisor. Upon approval by the Head of the Department, the details of the leave must be submitted to the Office of the Centre for Research for recording and reviewing during the regular performance cycle.

The Leave Without Pay (LOP) will be monitored centrally by the HR department who will be responsible to share the details by the 10th of every month with the Supervisor. This will include the number of LOP in the month in question and the cumulative LOP in the calendar year.

The Head of the Department will initiate the following actions:

In cases where LOP exceeds three days in a month or extends beyond six consecutive days, the Head of the Department shall issue a notice to the concerned fellow, through the research Supervisor, requesting a formal explanation. A copy of the communication must be forwarded to the Office of CFR for record and further action.

9. Roles and Responsibilities:

i. Post-Doctoral Fellow:

- a. Conduct high-quality research and publish findings in reputed journals.
- b. Contribute to writing Funded Research proposals.
- c. Collaborate with faculty members and other researchers working on inter-disciplinary research areas.
- d. Engage in innovation-driven research leading to patents, technology transfers, or other forms of intellectual property generation.
- e. Each Post-Doctoral Fellow is expected to undertake a teaching load of at least 3–4 credit hour per academic semester.



- ii. **Post-Doc Supervisor / Mentor:**
 - a. Guide and support the research activities of the Post-Doctoral Fellow.
 - b. Monitor and evaluate the fellow's progress and performance.
- iii. **Admissions Office:** Responsible for receiving applications, verifying eligibility criteria along with the Registrar's Office, and coordinating with the CFR and Registrar's Office for processing admissions.
- iv. **Registrar's Office:** Manages onboarding procedures, generates registration IDs, maintains Post-Doctoral Fellow databases, ensures documentation compliance, and facilitates coordination with HR and CFR for seamless integration of scholars.
- v. **HR Department:** Conducts orientation program of HR Department, issues fellowship letters, monitors adherence to fellowship policies, and including stipend disbursement and fellowship benefits.
- vi. **Office of International Affairs:** Handles AIU verification for international Fellow, manages visa processing for Fellow and Family, provides guidance on international travel and stay, and ensures compliance with international student regulations.
- vii. **Office of CFR:**
 - Ensures adherence to policy guidelines, facilitates interdisciplinary research collaborations, Orientation, monitors research progress of Post-Doctoral Fellows, and oversees research impact assessment and funding opportunities.
 - Oversee the implementation and compliance of the Post-Doctoral Fellowship Policy
 - Facilitate approvals and coordinate interdisciplinary research opportunities.

10. Performance Evaluation and Extension:

- The research fellow shall submit a yearly report on the progress of his/her research work duly signed by the Mentor/Supervisor and the head of the department to the Director – CFR.
- The fellow's performance will be evaluated biannually by the Post-Doc Supervisor and the Director-CFR.
- In case the progress of the work is found unsatisfactory, the fellowship may be terminated by the University.
- Based on satisfactory performance and research outcomes, the fellowship may be extended for an additional one year, subject to the maximum duration of two years.



11. General Terms and Conditions:

- The fellowship is a full-time commitment, and the fellow is expected to contribute significantly to the research objectives.
- Any intellectual property generated during the fellowship will be governed by the institution's IP policy.
- The institution reserves the right to amend or terminate the fellowship in case of non-compliance with the policy guidelines.
- No extension is permissible beyond the total period two years, at the end of which period the fellow ceases to be a PDF.

12. Process for Withdrawal of Fellowship – Post-Doctoral Fellows

Fellowship may be withdrawn in cases of academic misconduct, non-performance, ethical violations, misuse of funds, or breach of institutional norms.:

i. Preliminary Review

The Office of CFR conducts an initial review upon receiving a written complaint or report. If warranted, a show-cause notice is issued to the fellow, seeking a written explanation within 7–15 working days. The fellow's response is reviewed by a Post-Doctoral Review Committee comprising of

- Head, CFR
- School Dean
- The concerned Mentor/Supervisor,
- School Program Director.

ii. Recommendation and Decision

Based on the evidence and explanation provided, the committee submits a written recommendation to the Vice Chancellor. The final decision, including continuation, suspension, or withdrawal of fellowship, is communicated in writing to the fellow through the HR Department.