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REGULATIONS FOR POST DOCTORAL FELLOWSHIP  
PROGRAMME OF SSSIHL

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2024-25



# **REGULATIONS FOR POST DOCTORAL FELLOWSHIP PROGRAMME OF SSSIHL**

The Post-Doctoral Fellowship Programme at Sri Sathya Sai Institute of Higher Learning (SSSIHL) aims to provide support to Post-Doctoral Fellows (PDFs) for research in frontier areas within the faculties of Science, Management & Commerce, Humanities & Social Sciences (including subjects like Economics, Education, Languages & Literature) etc.

The major objectives of the programme are:

- to develop professional and academic skills of the PDFs under the mentorship of a faculty member, and
- to enhance the research activities at SSSIHL through the active contribution of PDFs

## **1. APPLICATION PROCESS**

### **a) Admission Notification**

The admission notification shall be updated on the SSSIHL official website based on available vacancies in various campuses in different disciplines. Applications may be submitted throughout year on rolling basis as per the prescribed format. The Institute will process the applications received as per requirement.

### **b) Online Application**

Candidates who satisfy the eligibility criteria shall submit their application for the Post-Doctoral Fellowship Programme to SSSIHL in the prescribed format. The online application form shall be made available on the SSSIHL official website. Applications can be submitted throughout the year on rolling basis.

## **2. ELIGIBILITY CRITERIA FOR APPLICANTS**

a) A candidate who has submitted their PhD thesis or has been awarded the degree from a recognized Institute/University (with a minimum of three publications as first author in peer-reviewed journals of repute with good impact factor or a combination of journal publications and patents) may apply by producing a proof of submission / award from a competent authority.

AND/OR

A candidate who has already secured a post-doctoral fellowship from a recognized granting agency.

b) Candidates should not be more than 35 years old as on the date of application. A relaxation of upto five years is provided for candidates belonging to SC/ST/OBC-NCL/PwD/EWS, and Women applicants.

c) Candidates who are regular employees need to produce a No objection certificate (NOC) from the employer. (Note: The appointment of PDF at SSSIHL is full time in nature.)

### **3. CATEGORIES OF FELLOWSHIP**

The two categories of PDFs are:

a) PDF funded by SSSIHL - Fellowship of INR 45,000 per month (HRA and annual contingency fund will be additionally available as per the Institute regulations).

b) PDF funded by External Agencies – Fellowship secured from any recognized funding agencies such as SERB, CSIR, DST, ICSSR, etc.

### **4. MENTORS**

a) The proposed mentor should have a Ph.D. degree in the relevant discipline with at least five years of post Ph.D. experience in Academia/Research & Development/Industry.

b) The mentor should be working in the proposed/similar research area and should have a proven record of publications in peer-reviewed journals of repute with good impact factor or a combination of journal publications and patents.

c) The mentor should have supervised at least one Ph.D. student (Awarded/Thesis Submitted) as Primary Supervisor.

### **5. SELECTION PROCESS**

a) Applications for PDFs must be submitted in the given format enclosing the mentioned documents.

b) Preliminary scrutiny of the application will be done by the Institutional Post-Doctoral Selection Committee (IPDSC). The selected candidates must appear for the interview conducted by IPDSC.

c) Each department shall shortlist applications based on the academic and research records of the candidates and forward the recommended list to the IPDSC. The IPDSC may fix additional shortlisting criteria, based on the number of applications received and vacancies available.

d) The IPDSC will submit the consolidated list of the recommended candidates to the competent authority for final approval.

### **6. PERIOD OF ENGAGEMENT**

a) The duration of fellowship will normally be for a period of three years. The initial appointment will be for a period of one year and will be extendable by one year up to a

maximum of three years based on performance evaluation report of the Progress Monitoring Committee (PMC).

b) The duration of Externally funded PDF will be as per the guidelines of the sponsoring agency.

## **7. REVIEW OF PERFORMANCE**

a) PDFs shall be required to submit a progress report based on the research deliverables and work assignments to the respective Dean of Faculty at the end of every six months outlining the work carried out and results obtained, supported by relevant documentary evidence.

b) The PMC will review the performance of a PDF every year and accordingly recommend for extension of tenure of the fellowship by one year. Based on the recommendations of the PMC, the fellowship tenure may be extended for one additional year beyond the normal duration of three years.

c) If the research progress/conduct of the PDF is unsatisfactory, then the fellowship may be discontinued at any time by the Institute.

d) An experience certificate will be issued on submission of a detailed completion report of the work carried out during the fellowship tenure at SSSIHL.

## **8. RESEARCH DELIVERABLES**

a) A PDF must have a minimum of one publication (submitted/accepted) per year as first author in publications in peer-reviewed journals of repute with good impact factor.

b) The PDF must duly acknowledge the funding received from SSSIHL in their research related publications and presentations.

c) Any rights related to the IP generated out of the post-doctoral research will be owned by the Institute and will be governed by the Institute's IPR policy amended from time to time.

## **9. WORK ASSIGNMENTS**

a) The HoD will assign academic responsibilities such as delivering class lectures, coordinating practicals and conducting seminars etc., in addition to procurement, operation and maintenance of equipment, to the PDF for 8 to 10 hours per week.

b) In addition to carrying out quality research work, the PDF is expected to assist the mentor in writing externally funded project proposals.

c) PDFs are eligible to serve as co-supervisors for student projects/dissertations alongside the Mentor with the approval of the respective Dean of Faculty with recommendations from the Mentor and Head of Department.

## **10. FELLOWSHIP AND LEAVE RULES**

- a) PDFs should not take up any assignments from other organizations without prior approval during their tenure at SSSIHL.
- b) If the PDF discontinues from the programme before the term ends, they will have to give either one month notice or deposit one month's fellowship amount to the Institute along with submitting the work report.
- c) Leave rules for PDFs will be as per the rules and regulations of the Institute.

## **11. COMMITTEES**

### **a) Institutional Post-Doctoral Selection Committee (IPDSC)**

- Dean of respective faculty: Chairperson
- Mentor / Principal Investigator (PI): Member
- (if the Head of Department is the Mentor / PI another senior member from the Department may be co-opted as a member)
- Co-Principal Investigator (if any): Member
- Director of the campus or a senior faculty member nominated by the Director: Member
- Head of respective department: Coordinator / Convenor

### **b) Progress Monitoring Committee (PMC)**

- Dean of respective Faculty: Chairperson
- Faculty from other reputed Institutes: External expert
- Head of respective Department: Member
- Mentor / PI: Convenor

## **12. MISCELLANEOUS**

- a) The Vice-Chancellor is empowered to make any change(s)/Amendment(s)/Exception(s) in the regulations of the Post-Doctoral Fellowship programme from time to time.
- b) The Vice-Chancellor may use discretion in interpreting and/or modifying any of the above regulations based on the merits of each case.

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