

NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA

Guidelines on Post-Doctoral Fellowship Programme



1. Post-Doctoral Fellowship Programme (R6/SENATE-XXVI/21):

The Post-Doctoral Fellowship Programme aims to identify and motivate young researchers and provide them support for research in frontier areas of science and engineering.

- i) There are two categories under this Programme as given below:
 - a. **“Institute Post-doctoral Fellows (IPDF)”** means a Post-doctoral Fellow, who is admitted to Postdoctoral Programme of NIT Meghalaya through the procedures adopted by the Institute and avails Fellowship from the Institute funds.
 - b. **“Sponsored Post-doctoral Fellow(SPDF)”** means a Post-doctoral Fellow, who is admitted to Postdoctoral Programme of NIT Meghalaya through the procedures adopted by the Institute and avails Fellowships from any recognized funding agencies like SERB,CSIR, DST etc of the Government of India.

National Institute of Technology (NIT) Meghalaya will admit young researchers as Institute Post-doctoral Fellows (IPDFs) and Sponsored Post-doctoral Fellows (SPDF) under Post-doctoral scheme. Institute shall, at any point of time, have a maximum of 5(five) numbers of IPDF.

ii) Eligibility for Applying Under Institute Post-doctoral Fellowship (IPDF)

- a. The applicant must have obtained the Ph.D degree from a reputed Institute within the preceding two years from the last date of an application against the advertisement. In addition, the scholar should have secured first class or equivalent grades in the preceding degrees.
- b. Ph. D students, who have submitted their thesis, are also eligible to apply. If selected, he/ she will not be offered any fellowship amount till the award of Ph. D degree. However, they have to submit the provisional/degree certificate within 1 month from the date of appointment as an Institute PDF failing which, the appointment will stand cancelled. R3(A-4)/SENATE-XXXIV/23
- c. The applicant should have published at least 3 research papers in SCI/SCIE/SSCI journals out of their own doctoral research work to their credit as the first author.
- d. A Ph.D degree holder from NIT Meghalaya is eligible to apply only after gaining one year of post-Ph.D. relevant experience.

iii) Age Limit:

The upper age limit for the fellowship is 35 years at the time of the submission of application.

iv) Shortlisting Criteria:

- a. Each Department shall make the short listing of applications based on the Academic and Research records. The Departmental Research Committee (DRC) may fix additional shortlisting criteria based on the number of applications received and vacancy available.
- b. Shortlisted candidates will present his/her research work (including Ph.D& Proposed future work) before the Departmental Research Committee (DRC).
- c. Each Department shall forward the recommended list to the Postdoctoral Selection Committee.

v) Selection Procedure for IPDF:

A selection Committee shall be constituted for selecting the Post-doctoral Fellows under IPDF category in the light of appropriate standards. The Postdoctoral Selection Committee shall be constituted by the Competent Authority of the Institute with the following Members

- i. Dean (Academic Affairs) – Chairman
- ii. Two faculties from the Institute to be nominated by Competent Authority - Members
- iii. HoD of the concerned Department - Member
- iv. PIC PG&R - Convenor

The Selection Committee will make its recommendation on the basis of the bio-data, list of publications, research plan, recommendations of the referee etc. and presentation skill of the candidates.

vi) Post-Doctoral Fellows Tenure and Fellowships:

The appointment of Institute Post-doctoral Fellows is of purely a temporary assignment and is tenable for an initial period of 1 year that can be extended to a maximum period of another 1 year based on the recommendation of DRC and subsequent approval of the Competent Authority. The tenure of Sponsored Postdoctoral Fellows (SPDF) will be as per the guidelines of sponsored organization. The Post-doctoral Fellows shall be entitled to receive the grants as given below:

Under (Institute Post-doctoral Fellow) IPDF Scheme.

- The amount of the fellowship for IPDF will be fixed at Rs. 55,000/- only pm for a period of one year extendable to 1 more year. However, he/she will be paid Rs. 40,000/- per month and remaining balance amount (i.e. Rs. 15,000/-) will be deposited in a Recurring Deposit (RD) account and shall be paid upon completion of one year. The same will be forfeited if the Post-Doctoral Fellow leaves the institute within a year.
- If the scholar is extended after completion of one year, then Rs. 15,000/- from his fellowship will be kept again in the Recurring Deposit (RD) account and this amount will be forfeited if the Post-Doctoral Fellow leaves the institute before the extended period.
- An Institute Post-Doctoral Fellow can attend conferences during his/her tenure at NIT Meghalaya with a maximum ceiling on financial support of ₹50000 only during the 2 years Post-Doctoral Programme.

vii) Sponsored Post-doctoral Fellow (SPDF) Scheme:

The amount of the fellowship for SPDF will be as per norms of sponsored agencies/ organizations.

viii) Additional Guidelines to be followed:

- a. Post-doctoral Fellows (PDF) is expected to undertake the research objectives by discussing with the mentor during the entire duration of the fellowship.
- b. The Post-doctoral Fellows are not eligible to receive any other fellowship from other Government or Non-Governmental source during the tenure of the fellowship.
- c. 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.
- d. The research progress of the Post-doctoral scholar will be evaluated by the DRC of the concerned Department quarterly. Based on the recommendations of the DRC, his/her fellowship will be extended for subsequent quarter of that year.
- e. If the Post-doctoral Fellow wishes to leave the Programme before the end of the tenure, he/she should inform the Academic Section one month prior.

ix) Who can Mentor a Post-Doctoral Scholar under Institute Post-doctoral Fellows:

- a. Faculty should have already guided two PhD scholars as sole/principal supervisor.
- b. The faculty should have at least 5 SCI/SCIE/SSCI publications in the preceding 3 years.
- c. If a faculty is currently mentoring a Post-Doctoral fellow than he/she shall not be eligible to take another Post-Doctoral Fellow at a time. R4(C)/SENATE-XXVIII/22.
- d. If a Post-Doctoral Fellow applies for a research area which is overlapping between two faculties, then preference for mentoring that scholar shall be given to the senior most faculty, provided he is not mentoring any Post-Doctoral Fellow at that time. R4(C)/SENATE-XXVIII/22.

x) Work Assignments:

- a. The Post-doctoral Fellows under both the categories will be attached to the Department and mentor(s) for carrying out full-time research and teaching in an area approved by the Department.
- b. The Post-doctoral Fellows under both categories shall be required to present and submit a comprehensive progress report to the Academic Section at the end of each semester.
- c. The Head of the Department will assign to a IPDF the responsibilities such as academic responsibilities (lectures, tutorial classes, laboratory demonstration work, the conduct of

seminar, symposia, running and maintenance of equipment, computer, etc.) not exceeding 8 hours per week.

- d. The Post-doctoral Fellows will be eligible to serve as co-guide for B.Tech/M.Tech/M.SC projects along with the mentor with the approval of the concerned Department DRC and Dean (Academic Affairs).

xi) Other Facilities:

- a. The Post-doctoral Fellow will be provided suitable accommodation in the hostels subject to availability and they are required to pay the hostel fee as per the Institute norms.
- b. 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.
- c. All the Post-doctoral Fellows will be provided with medical facilities applicable for research students in the institute.

xii) Leaves:

The Post-doctoral Fellow will be granted following kinds of leave with full fellowship during each Academic Year:

- a. Personal Leave (10 days): Post-doctoral Fellows shall be eligible for 10 days of leave in a year with the approval of the head of the Department at the recommendation of his/ her mentor. To avail leave the scholar will be required to apply in advance in prescribed form. A maximum of 5 days of such leave is allowed to avail at a stretch.
- b. Medical Leave (15 days): Post-doctoral Fellows can avail medical leave in prescribed Form to be uploaded in due course. Medical leave will be considered on case to case basis with the approval of the Head of the Institute on recommendations by the concerned Mentor and Dean (AA). A Post-doctoral Fellow can avail maximum medical leave of 15 days in a year.
- c. Academic Leave (20 days): Post-doctoral Fellows can avail Academic leave only after the completion of 1st Semester. Academic leave may be permitted to attend conferences/ seminars/ workshops/ trainings/ short-term courses/field trips for data collection, survey etc. A maximum of 20 days of academic leave is permissible in a calendar year.