



MANIPAL

ACADEMY of HIGHER EDUCATION

(Institution of Eminence Deemed to be University)

Ref: MAHE/REG/NOTE-(T)

Date: February 7, 2024

OFFICE NOTE:

Sub: Revised Policy on Post-Doctoral Fellowship (PDF) – Reg.

Please find enclosed document outlining the **revised Policy on Post-Doctoral Fellowship (PDF)** effective January 1, 2024.

This is for your information, records and necessary further action, please.

P. Giridhar

Dr. P. Giridhar Kini
Registrar

To:

❖ The Director – Research, MAHE, Manipal

Copy to:

- ❖ The Vice Chancellor, MAHE, Manipal – *for information please*
- ❖ The Pro Vice-Chancellors, MAHE, Manipal
- ❖ The Deputy Registrar – Academics (Health Sciences | Technical), MAHE, Manipal
- ❖ The Director(s) – Finance | HR, MAHE, Manipal
- ❖ EC file

In effect from 1st Jan 2024

Preamble:

To contribute to theoretical and conceptual advancement in various disciplines and to attract young research scholars from across the globe, MAHE has initiated award of Post-Doctoral Fellowships (PDF) to outstanding scholars from India and abroad.

1. Objective:

- a) To enhance quality of research and improve research visibility of MAHE.
- b) To initiate and strengthen international collaborations.
- c) To encourage faculty members of MAHE to get external research grants.
- d) To enhance research and innovation culture at MAHE.
- e) To improve / increase Intellectual Property Rights (IPR) and Patents

2. Award Quantum:

MAHE has decided to award Post-Doctoral Fellowships in various disciplines as detailed below

- a) Fellowship / Stipend: INR 70,000 per month
- b) Contingency (Part I): INR 50,000 per annum
 - Can be utilized for attending Professional Conferences, Presentations, publications charges
- c) Contingency (Part II): INR 50,000 per annum
 - Can be utilized for procurement of chemicals, reagents, equipment etc.

3. Eligibility:

- a) Open to all
- b) Should be of below 35 years age at the time of submission of application
- c) Should have completed their Doctoral Studies (Ph.D) from Institutes in India or abroad, other than MAHE and its constituent units
 - Minimum one (01) year of post Ph.D. experience in the relevant areas from Universities / Institutions of repute in India or abroad
- d) Should have published at least two (02) papers in top 10 percentile of journal based on Citescore in the two years preceding the application
- e) Should **NOT** be attached to any other agencies and receiving grants, financial support or research assistance etc. during the fellowship period.
- f) Should **NOT** be engaged in any part-time or full-time employment - honorary or remunerative during the entire fellowship period.

4. Duration:

- a) PDF shall be of 1-year duration, extendable for a further period of one-year subject to satisfactory performance of the fellow and progress.
 - The need for continuation of the project as may be assessed and decided by MAHE based on the request from the supervisor, made at least 60 days prior to completion.
- b) Fellow as part of his / her research fellowship, with a view to enhance research related interaction shall be required to engage in related teaching / learning responsibility as may be assigned by the supervisor.
 - No such assignment shall include any departmental co-curricular / extra-curricular activities.

5. Recruitment & Selection Process:

- a) MAHE will invite applications from eligible candidates for the fellowship scheme throughout the year by notifying in its official website.

- b) Candidates shall apply online in the prescribed format with recommendation letters from two referees and copies of academic and research credentials as may be specified.
 - o They shall also submit a statement of intent / purpose in a minimum 500 words along with the application.
- c) Applications thus received shall be scrutinized and evaluated by the selection committee constituted for the purpose. The shortlisted candidates shall be interviewed.
- d) In addition, MAHE Approved PDF supervisor can also recommend an eligible candidate to Directorate of Research (DoR) for consideration.
- e) MAHE PDF Selection Committee shall comprise of the following members:
 - o Pro Vice Chancellor - Chairman
 - o Respective Heads of Institutes (HoI)
 - o Director Research
 - o Deputy Director Research – Technical / Health Sciences
 - o Deputy Registrar Academics – Technical / Health Sciences
 - o Supervisor
- f) The Committee will make its recommendation on the basis of the academic and research credentials, the intended area of research, publications etc.
- g) The selected candidate will be issued a letter of award of the fellowship by MAHE.

6. Progress Report and Expected Outcomes:

- a) PDF will be attached to a supervisor as approved by MAHE.
 - o The supervisor will oversee the PDF in all his/her progress of research including the administrative compliances.
 - o Supervisor will periodically review the progress of the fellow through one to one meeting.
- b) PDF will be required to submit a progress report to the supervisor detailing the research work carried out in every quarter.
 - o The report with the comments of the supervisor and the respective HOD shall be submitted to the Directorate of Research for the review.
- c) PDF must have at least two (02) papers published / accepted for publication in the related subject area with top 10 percentile in the Citescor by the end of the fellowship.
- d) All research findings, publications, monographs, patents etc. relating to the research project must be affiliated to and shall remain the property of MAHE.
- e) Wherever applicable, the fellow shall also look at potential for technology transfer.

7. Leave and benefits:

- a) Leave
 - o PDF will be entitled for 24 days of paid leave in a year
 - Any absence from work for attending duly approved seminars, conferences or field work etc. will be treated as 'on duty' provided such absence does not exceed 15 days in a year.
- b) Medical benefits
 - o The fellow will be covered under the MAHE Medicare policy as per norms.
- c) Infrastructure
 - o The fellow will be allotted a dedicated work station with laptop and internet facilities.
 - o He / she shall also be allotted an official email ID by MAHE which should be the principal contact for all official communications.
 - o The fellow will be provided accommodation at MAHE hostels on payment of applicable hostel charges.

8. Eligibility of a PDF Supervisor:

- a) **MUST** be a full-time employee of MAHE.
- b) Should have successfully guided at least one (01) PhD candidate in the preceding two (02) years.
- c) Should be an active PhD guide with at least two (02) students under his / her supervision at the time of consideration.
- d) Shall have at least 10 publications (in journals approved by MAHE) published in last 3 years (of which a minimum of 5 papers in Q1 or Q2 journals as the first or corresponding author).

OR

Shall have an existing grant with more than INR 50 lakhs.

- e) MAHE faculty desiring to mentor PDF, shall submit the Expression of Interest form (PDF-EOI) along with supporting documents to Directorate of Research (DOR; Mail: office.dor@manipal.edu).
- f) **CANNOT** apply for this mentorship for next three years from the date of allotment of fellow.
- g) Shall **NOT** request for more than one PDF in a given financial year.

P. G. K. K. K.

REGISTRAR