

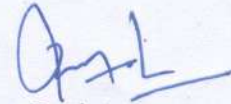
Ref: No: IUD/RDC/PhD/DFC/2023-24/03

Date: 31.07.2023

## Notification

### ***Subject: Doctoral Fellowship Scheme for Full-time Research Scholars of IUD***

It is hereby notified that, The ICFAI University, Dehradun offers Doctoral Fellowship to the Full-Time Ph.D. research scholars of Batch-2023 from academic year 2023-24. The detailed standard operating procedure for Recruitment of Doctoral Fellows is given in Annexure-A



Registrar,

ICFAI University, Dehradun



### **Copy to:**

1. Vice-Chancellor, The ICFAI University, Dehradun.
2. Members, Research Committee, IUD.
3. Research Coordinator, Research and Development Cell, The ICFAI University, Dehradun.
4. Internal Quality Assurance Cell, The ICFAI University, Dehradun.
5. All Deans & In charges of School Concerned.
6. All Faculty Members, IUD.
7. IUD Website Coordinator-with the request to upload on University Website.
8. All Notice Board, The ICFAI University, Dehradun.

Standard Operating Procedure for Recruitment of  
Doctoral Fellows



Recognised under Section 2(f) of UGC Act

ICFAI University, Dehradun  
July, 2023

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## 1 INTRODUCTION

The ICFAI University (hereinafter called IUD) encourages brilliant students who have recently obtained their UG/PG degrees to pursue their research activity by offering them temporary positions of Doctoral Fellow (hereinafter called Fellow) on contract basis. This will benefit both IUD and the student. IUD will get a boost in its research activity by obtaining services of the student, who will do research under the expert guidance of faculty members of the University and work towards his/her doctoral degree.

## 2 CONDITIONS OF RECRUITMENT OF DOCTORAL FELLOWS

### 2.1 Minimum Eligibility and Qualification

For appointment as a Fellow, the candidate should first obtain admission into the Full Time Ph.D. Programme of IUD. In addition to admission into the Ph.D. program, the candidate should have at least 60% marks or equivalent grade point average in the entry level qualification of Ph.D. Candidates in the final year of their master's degree and who expect to complete all their qualifying degree requirements before a specified date can apply for the fellowship. In case, the candidate fails to full-fill the 60% marks in the qualifying degree, his/her selection for the doctoral fellowship will stand cancelled.

### 2.2 Age Limit

The upper age limit for applying for award of Fellow shall be preferably less than 35 years on the date of application.

### 2.3 Fellowship

2.3.1 A fellowship of Rs. 20,000 per month for NET/GATE/SLET qualified student and 15,000 per month for others, till the student successfully defense the thesis proposal.

2.3.2 A fellowship of Rs. 25,000 per month for NET/GATE/SLET qualified student and 20,000 per month for others, after successful defense of their thesis proposal and up to the completion of his/her Ph.D. program or four years (48 month) from the date of commencement of the program, whichever is earlier.

### 2.4 Contingency Grant

Full Time Ph.D. scholars can also apply for reimbursement for Contingency expenditure up to an amount of Rs 20,000/- per academic year with prior approval of doctoral fellowship committee (hereafter referred to as DFC). The items for which contingency expenditure can be incurred are chemicals, glassware, consumables, testing charges, spare parts, pen drive, CDs, stationary, postage, survey expenditure repairs, National conference participation expenditure/International conference outside India venue registration expenditure (keeping maximum expenditure amount limit to Rs. 20,000/-) and any other item that is consumable in nature specifically recommended by the concerned Supervisor and the concerned HOD/Dean.

### 2.5 Tenure of Appointment

The tenure of appointment of Fellow will be normally for two years (excluding the approved break in studies/leave period). At the discretion of the IUD, an extension of the tenure of the Fellow for one year may be given, if the progress of the Fellow is found satisfactory. A second extension of one more year may also be given upon excellent performance of the Fellow. Under no circumstances, total tenure should not be more than four years from the date of commencement of the program or up to the completion of his/her Ph.D. program, whichever is earlier.

## 3 PROCEDURE FOR RECRUITMENT

### 3.1 Advertisement

The vacant positions of Doctoral Fellow will be advertised through the notification by registrar office in every academic year.

### 3.2 Receipt of Application

Full-time research scholars of the university can apply for the doctoral fellowship through the prescribed form provided by RDC. The application form for award of University Fellowship, should be in the format specified in Annexure-DF1.

### 3.3 Selection Procedure

Any application for the position of Fellow will be submitted along with the Ph.D. admission form to the Research and Development Cell, IUD. The interview of the shortlisted candidates will be done by the DFC. Power point presentation of research proposal is mandatory for all short-listed candidates. After obtaining the approval from the Vice-Chancellor and the Hon'ble Governing Body, the appointment letter will be issued by the Registrar.

### 3.4 Joining Time

The candidate must join the position of Doctoral Fellow within 15 days of receiving the appointment letter.

## 4 CONDITIONS OF APPOINTMENT OF DOCTORAL FELLOWS

### 4.1 General Conditions

The award of University Fellowship is for fixed tenure and does not imply any assurance or guarantee for subsequent employment by IUD to the beneficiary. The authority to award /terminates rests with IUD.

### 4.2 Competitive Examination

A Fellow cannot appear for competitive examinations of any kind. In case a Fellow is found to have appeared for one, the fellowship is liable to be terminated by IUD.

### 4.3 Essential Responsibilities

The Fellow will work on full time contract basis at IUD for the entire tenure of the fellowship. The Fellow will not take up any other employment/assignment/ scholarship during the tenure without permission from DFC.

The selected Research Fellows would be required to provide support for teaching/research/administrative work of the University for 6-8 hours a week (**minimum two course per semester**).

The scholar is also expected to demonstrate the visible outcome in terms of research publications in non-paid indexed (Scopus/ABDC/WoS etc.) reputed Journals. At least one paper published/accepted for publication per year is expected from the scholar in the unpaid high indexed journal after completion of his/her Pre-Ph.D. course work.

After completion of his/her Ph.D. program, student has to work for university for minimum of two years.

### 4.4 Attendance, Leave and Conduct Rules

Attendance, leave and conduct rule for the selected fellow will be as per the standard rule for employee

### 4.5 Progress Report

The Fellow will submit a progress report of the work done once after every six months in the format given in Annexure-II. The Progress report will be evaluated by DFC. After the recommendation of supervisor and Dean/HoD of the concerned school.

### 4.6 Separation

The services of the Fellow can be terminated by the IUD during the tenure of the Fellow without assigning any reasons by giving notice of one month to the Fellow or by paying one month's stipend in lieu of the notice. The Fellow can resign from the Fellow position by giving one month's notice to IUD. However, the Fellow cannot be relieved of his/her duties during any semester during which the Fellow has teaching assignment. In such a case, the Fellow can be relieved only at the end of the semester in which the resignation has been received.

#### 4.7 Acknowledgement

All publications resulting from the work of the Fellow shall contain an acknowledgement of the financial assistance of grant from IUD and author's affiliation to IUD.

#### 4.8 Intellectual Property Rights

Intellectual property rights of any patents or copy righted material that will result from the work of the Fellow at IUD will rest with IUD and the Fellow will assign such rights to the IUD as when required for the purpose by IUD.

### 5 COMPOSITION OF DFC

The composition of the Doctoral Fellowship Committee (DFC) will be as under:

1. Vice Chancellor - Chairperson
2. Research Coordinator/ VC Appointee Nominee - Member Secretary
3. Registrar - Member
4. Dean /HoD of Respective School - Member
5. One Senior Faculty, Invitee

The DFC will look after all the issues related to the recruitment, grant, termination of the Fellow.

### 6 RESIDUAL CONDITIONS

- 5.1 Any person who himself or any of his relatives, as defined below, is a candidate under consideration shall not participate at any level of the decision-making process: Spouse, son, daughter, brother, sister, spouses brother/sister, brothers son/daughter, sisters son/ daughter, first cousin, grandson, grand daughter.
- 5.2 The Vice Chancellor may grant exemption in exceptional cases, from the operation of any of the SOPs, where necessary in special cases with valid reasons and without diluting academic standards
- 5.3 Notwithstanding anything stated in these SOPs, for any unforeseen issues arising, and not covered by these SOPs or in the event of differences of interpretation, the Vice-Chancellor may take a decision, after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the Deans/Academic Coordinators/other officers of the University. The decision of the Vice-Chancellor shall be final.

*B. L. / 15*

**The ICFAI University, Dehradun**



**Application Form for Doctoral Fellowship**  
**(Only for Full Time Scholars)**

**Name of the Candidate:**

**Program:**

**Mode:**

**Subject:**

**ID No:**

**Teaching Experience (in Years):**

**UGC/CSIR Net Qualified (Yes/No):**

**Details of Publications (if any):**

I declare that the above information is correct, and I am not currently participating in any other fellowship. I also declare that I have read the guidelines for a doctoral fellowship.

**Name:**

**ID No:**

**Date:**

**Signature:**