



CHANAKYA UNIVERSITY

(Established Under the Chanakya University Act -Karnataka Act No 37 of 2021)

Ref: CU/RO-02/ 08 -08 /2024

Date: 29.08.2024

NOTIFICATION

Subject: Guidelines for Post Doctoral Fellowship at Chanakya University

Reference:

- Office Note Ref. No: CU/RO-01/08-10/2024
- Resolution No 04 of the 23rd BOM held on 27.08.2024

With reference to the subject, it is hereby notified the Guidelines for the Postdoctoral Fellowship. These guidelines will be effective from the date of notification and is approved by the Board of Management. The guidelines are as below:

POST DOCTORAL FELLOWSHIP AT CHANAKYA UNIVERSITY

GUIDELINES

PURPOSE

Taking forward the purpose of Chanakya University towards 'creating knowledge and transformative leaders for holistic development' in line with the research focus areas of the University, the Post Doctoral Fellowship Programme aims to extend its high-quality research environment to highly motivated Researchers wishing to broaden their horizons by applying multi-disciplinary approaches to find sustainable solutions to imperative issues. In the process, they will acquire new skills, further develop the research culture of the University, and explore options to accelerate their career within and outside its premises.

PREAMBLE

The Post Doctoral Fellowship Programme (**full time**) recognises independent research, publishing of papers, and teaching of specific courses cutting across complementary disciplines as the benchmark for finding pathways towards holistic development. The outcomes will need to be potentially transformative, contributing to identified research domains, all backed by sound and irrefutable evidence. The University expects Post Doctoral Fellows to work on themes that are geared towards exploring sustainable solutions to global challenges inspired by Indian Knowledge Systems.

SCOPE

Selected Post Doctoral Fellows get the opportunity to do the following-

1. **Advanced research-** that will include acquiring new skills for advanced studies and training under the mentorship of an experienced/renowned faculty member, carrying out independent research based on the innovative and potentially transformative research proposal submitted, ending with publishable manuscript/s;
2. **Teach for professional development-** craft a Course that meets with the purpose of the

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University and handle it end-to-end that includes creating methodological foundations, develop new approaches, or take forward the research agenda with students leading to collective thinking and action;

3. **Publishing and dissemination-** to create/contribute to the University's digital archive, plan and conduct events, identify resources to enrich the University's physical facilities including the library and laboratories, find collaborative ways of carrying out research projects and disseminating current ones. Fellows will be expected to publish in top peer reviewed journals by end of their tenure. All intellectual outputs that emerge directly or indirectly out of this Fellowship should have the Chanakya University affiliation mentioned and acknowledged.

The University invites Fellows to work on areas aligned to the research focus of Chanakya University preferably cutting across the different Schools.

ELIGIBILITY

Eligibility for the Post Doctoral Fellowship Programme is in line with the norms defined by various Government supported agencies including UGC, ICSSR, ICMR, DBT, AICTE, BCI with additional relevant criteria.

1. A doctorate degree in the relevant subject preferably with published research work to their credit (at least one publication in a peer-reviewed, indexed journal),
2. The proposed post-doctoral research work should be based on prior research and publication experience in that domain,
3. The selected Fellow has to work under the oversight of a two-member **PDF Committee** constituted by the University to advise individual Fellows
4. The Fellow should be ready to take up the Programme on a full-time basis and should produce a leave/sabbatical certificate if engaged on a part time or full-time basis in any institution.
5. The Fellow should be less than 45 years of age at the time of applying with relaxation of up to 5 years for persons under special categories as per Government of India norms to be eligible to get a fellowship.

DURATION

The Post Doctoral Fellowship will be for a period of one year with an extension of up to 2 more years, to be completed with the submission of the deliverables as outlined in the research proposal accepted at the time of commencement of the Programme, and any other outputs mutually agreed between the Fellow and the Committee.

Extensions are a matter of discretion by the University Research Board (URB) and will be considered only upon application by the Fellow and recommendation by the PDF Committee.

ASSISTANCE

The selected Fellow has two options of receiving financial assistance-

1. The Fellow should have applied and qualified for any of the Post Doctoral Fellowship Schemes extended by external funding agencies, including governmental,

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non-governmental and global organisations.

2. If the Fellow is not able to procure any assistance despite making documented efforts, the University may consider granting a Fellowship from its own funds subject to conditions and approvals.

Fellows who are willing to support themselves financially, are welcome to apply.

Norms for utilising Contingency Grant- Any Contingency Grant received by the Fellow may be utilised for minor equipment useful for research such as laboratory equipment or laptop, chemicals and other research specific items with the approval of the University. The items purchased from the Contingency Grant are assets of the University and at the end of the Fellowship, are to be handed over to the University. The Contingency Grant cannot be used for purchase of furniture and heavy equipment.

Accommodation: Hostel accommodation may be provided to the Fellows by the University against the prescribed fee.

Leave- (i) Earned Leave for a maximum period of 30 days in a year in addition to public holidays may be taken by a Fellow. However, they are not entitled to any other vacation, such as summer, winter and other vacations, etc. Any special leave can be availed by the Fellow only with a 'No Objection' from the Committee and approval of the URB of the University.

(iii) 'Academic leave' shall be permissible only for 3 months throughout the tenure for any kind of academic/teaching assignment/foreign visit in connection with research work. However, during the period of academic leave no fellowship, contingency etc will be paid by the University. Expenditure on any foreign visit in connection to research work will be borne by the Fellow.

Fellows are entitled to the use of all facilities available to research scholars of Chanakya University.

APPLICATION

Applications are invited on a rolling basis through the year. The University will advertise the number of posts on its website.

Interested candidates can apply to research@chanakyauniversity.edu.in with the following details and supporting documents.

1. A detailed **Academic Curriculum Vitae**.
2. A **Cover Letter** to include-
 - a. Statement of Purpose with a self-introduction, professional goals (short term / long term), experiences and success stories. Motivation for joining the Post Doctoral Fellowship Programme, with specific reference to reason/s for wanting to join the Programme in Chanakya University (max. 1000 words)
 - b. Academic and proven track record of research (max. 200 words)
 - c. Topic of interest based on prior research and publication experience in that domain (max. 100 words)
3. A **Research Proposal** of up to 3 pages (Garamond, Font 12, Justified, line spacing of Multiple 1.08) that succinctly describes the research interest in taking forward the PhD topic explaining the relevance and potential impact of this research, supported by a preliminary literature survey and a bibliography.
4. **Two (2) writing samples of original work** of Research/Project/Paper/Book reviews

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- Names and contact information for **at least two References** and their reference letters to be sent directly and confidentially to research@chanakyauniversity.edu.in (the application is only complete when two letters of reference have been submitted, so please contact referees early in the application process).

SELECTION

The selection process will comprise the following steps-

- The Office of Academic Affairs will carry out a detailed scrutiny especially of the uploaded documents, grade them on the basis of quality, relevance and depth, contact the two References given if needed, and prepare the first level of shortlisted applications.
- The shortlisted applications will be reviewed by the University Research Board (URB). Broadly, the criteria of evaluation will include-
 - Accomplishment at the PhD level
 - Quality of the Cover Letter and the Research Proposal in terms of comprehensiveness and relevance of the expected outcomes and impact
 - Quality of writing samples in terms of relevance to the topic of interest and source of publication
 - Recommendation from the Referees.
- On the basis of the score (out of 10) received from the URB, the shortlisted applicants will be contacted by email to be invited for a personal interview on specific dates.
- The personal interview Board will include members from the URB, and Director Human Resources of the University. Experts from the relevant areas of research will be included, if required. The applicants will be expected to submit their original marksheets and certificates for scrutiny on the same day.
- The selected Fellows will be sent their Award Letters with a proposed date of joining. The Fellow will join the Programme within one month from the date of issue of the Award Letter from the University. In case of any extenuating circumstances, the date of joining may be extended by another two months.

MONITORING

To ensure that the Fellows complete their assigned work on time with quality, their progress of work will be measured as follows:

- By end of the first month-** preparation of outline of the Research Paper, course outline (if teaching), and any other output planned to be submitted at the end of the Fellowship,
- By the end of the sixth month-** Progress report with clear presentation of completion of fieldwork or data collection, analysis framework, and chapter/section outline of the research output, publishers contacted; course/s taught and contribution/learnings therein due to application of innovative approaches/methods; hosting of any event with support from faculty/students of the School/s,
- By end of the Year-** Writing and Submission of draft report/paper for review, incorporating feedback, and sending of paper to publisher; finalisation of Course to be added to the curriculum formally; submission of event report for dissemination.
- In situations of extension, Points 1 and 2 to repeat.

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COMPLETION

Upon completion of the Fellowship Programme, the Fellows will have to submit the following-

1. Book-length final Report/Research Paper in a publishable form along with a summary of the Report, with an Approval Certificate from the **PDF Committee**,
2. A formal presentation to the entire Faculty in a session of the Research Exchange Forum at the University,
3. Final Report on the Courses and/or Events conducted with documented approval from the Committee
4. A Certificate of settlement/no objections of all assets/books purchased with the Contingency Grant and having returned the same to the relevant authorities in the University.

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Registrar

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