

GUIDELINES
for
**Kannur University Post-Doctoral
Fellowship (2026)**



**KANNUR UNIVERSITY
THAVAKKARA
CIVIL STATION KANNUR (P.O.)
KANNUR 670 002**

1. Introduction

Post-doctoral research is an important enabling step in grooming young researchers for launching an academic/research career. A post-doctoral research also provides an opportunity to acquire new skills, broaden one's horizon and offers a platform for transition into cross-disciplinary areas.

Kannur University provides opportunities for post-doctoral research in all streams.

2. Aim

These regulations are framed with a view to streamline and formalise the process for award of Post Doctoral Fellow (PDF) in the Academic Departments of Kannur University.

The aim of the PDF scheme is to enhance the skills, proficiency and competence of awardees for undertaking and carrying out independent research work and to headway the post-doctoral research culture in Kannur University.

3. Objective

The objective of these fellowships is to provide an opportunity to carry out advanced studies and research in Science, Engineering and Technology, Humanities & Social Sciences including languages. The maximum tenure of the fellowship is 3 years.

3. (A) Eligibility criteria for candidate

- a. Only unemployed candidates who have been awarded a Ph.D. degree in the relevant subject / discipline of Science, Engineering and Technology, Humanities and Social Sciences including languages are eligible to apply (Provisional Certificate may be accepted in cases where the degree is not awarded)
- b. Candidates should be below 45 years of age (as on the date of notification). There shall be age relaxation for SC/ST/OBC (Non Creamy Layer)/Women/PWD (Persons with Disabilities) and Transgender for 5 years.
- c. If the selected candidate is availing any other fellowship/ remuneration, he/she will have to resign from the same before accepting the KU Post-Doctoral Fellowship.
- d. General category candidates having minimum 55% of marks or equivalent percentage converted from CGPA score at Post graduate level are eligible to apply. A relaxation of 5% of marks is allowed for reserved categories (SC/ST/OBC (Non Creamy Layer)/ PWD (Persons with Disabilities) and Transgender.
- e. It is necessary that the candidate identifies a Mentor / Supervisor (within the University Department) for post-doctoral research work and obtain the consent for the mentorship. Candidates applying for PDF must submit the No Objection Certificate from the

proposed research center duly signed by the Mentor / Supervisor, HOD and Registrar of the University in the application.

3.(B) Eligibility of Mentor / Supervisor

- a. The mentor should be a regular faculty of the University at the level of Associate Professor or above with Ph.D. Degree.
- b. The mentor should have supervised at least 3 Ph.D. theses.
- c. A Co-Guide / Co-Mentor can be appointed on recommendations / suggestions of the mentor.

4. Nature of Assistance available under the Scheme:

Fellowship	@Rs.50,000/- p.m. for a maximum period of three years.
Contingency	@Rs.20,000/-p.a. for Social sciences and Languages @Rs. 30,000/-p.a. for Science and Technology

5. Norms for Utilizing Contingency Grant

The Contingency grant may be utilized for purchase/hiring of minor equipment useful for research such as laboratory, equipment, chemicals and other research specific items, softwares, sequencing and similar outsourcing services within the sealing.

The items purchased from contingency grant are assets of the University and at the end of the fellowship are to be handed over to the University. The Assets purchased shall be entered in the stock book of the University.

6. Accommodation

International PDF shall be given accommodation on request.

7. Leave

- i. Casual leave for a maximum period of 15 days in a year in addition to public holidays may be taken by a scholar. However, they are not entitled to any other vacation.
- ii. Maternity/Paternity leave as per prevailing norms and such modifications issued from time to time shall be applicable for scholars, at full rates of the fellowship once during the tenure of the fellowship.

- iii. Women scholars shall be permitted to avail 'Intermittent Break(s)' during the tenure of the fellowship, subject to a maximum cumulative period of one year. Such breaks may be availed of on not more than three occasions during the entire period of the fellowship. No fellowship shall be available for the period of such break(s). This period of intermittent break(s) shall not be counted towards the tenure of the fellowship, and thus effectively the total period of fellowship shall remain the same.
- iv. 'Academic leave' shall be permissible only for three 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. The period of academic leave will be counted towards the tenure. Expenditure on foreign visit in connection to research work cannot be claimed from the University.
- v. All kinds of leave shall be availed by the scholar only with due approval from the University.

8. Application Process

- a. Eligible candidates shall apply to the University, remitting the fee, as prescribed in the notification. The application shall also contain:
 - i. A research proposal not exceeding 1000 words.
 - ii. The consent letter from a recognized supervising teacher in the Department to serve as a mentor to the fellow.
 - iii. The facility certificate from the Head of the Department concerned and the recommendation of the Research Committee of the Department (DRC) concerned.
- b. If the candidate already applied for Post-doctoral Fellowship is declared unsuccessful by the selection committee, he/she is permitted to apply again with a new research proposal only after one year from the date of declaration of the result for that particular Post-doctoral Fellowship scheme.
- c. Incomplete applications such as un-formatted documents, false/misleading information etc. shall be summarily rejected.

8. Selection Process:

The **screening** of the applications shall be done by a Screening Committee consisting of Deans of Faculty concerned, HoDs concerned and the Vice Chancellor or his nominee, preferably a Professor or the senior most fellow in the University Department (Convenor).

Cut-off marks shall be decided by the Screening Committee. The eligible candidate shall give a presentation of the proposed work before the **Selection** committee consisting of a

subject expert nominated by the Vice-Chancellor (need not be an external expert), Dean of Faculty concerned, HoDs concerned, IQAC Director and Vice-Chancellor or his nominee.

The **selection** shall be based on a maximum of 25 marks, spread over the components, viz

- (i) Performance in the presentation before the selection committee (maximum of 10 marks).
- (ii) Research papers published / patents applications published (Research publications shall be in Peer-reviewed/UGC CARE/Scopus/Web of Science indexed/ reputed International journals). (Maximum of 10 marks at 2 marks for each paper/patent application)
- (iii) Postdoctoral experience (3 marks)
- (iv) Awards (2 marks)

A faculty member can have only one KU post-doctoral fellow at a time.

The international applicants can apply at any time apart from the admission through general notification. In such cases, they can be provided admission on availability of eligible mentors.

The decision of the Vice Chancellor will be final for allotting a Post Doctoral Fellow to a Department.

9. Joining

- a. The fellow shall join within one month from the date of issue of the award memo, failing which; the fellowship will be treated as cancelled. In special circumstances, with due approval of the Vice Chancellor, the joining period may be extended for a maximum period up to 3 months from the date of issue of the award memo.
- b. The fellowship shall commence from the actual date of joining as a Post-Doctoral Fellow in the University.

10. Duration and Extension

The maximum duration of the PDF award shall be restricted to three years and the fellowship shall be sanctioned on yearly basis with renewal/termination clause applied to it.

11. Performance of Tasks

The Post-Doctoral Fellow shall engage in independent research, in collaboration with the mentor, and shall be expected to perform the task with top-quality research publications, monographs, books, patents and reports.

The Post-Doctoral Fellow shall normally be expected to produce 2-3 top-class research publications, but a minimum of one publication shall be mandatory.

Each publication of the Post-Doctoral Fellow shall carry affiliation of the fellow as “Post Doctoral Fellow, Department of, Kannur University” with the Mentor/ PI as Co- author of the Publication.

The Post-Doctoral Fellow shall invariably mention in all research publications that the research has been promoted / supported by Kannur University, as the case may be.

The Post-Doctoral Fellow shall engage in planned academic work in the Department.

The Post-Doctoral Fellow shall submit at the end of each year and at any other time, when the University may require, three copies of the report embodying the results of the research work carried out (including copies of the research publications).

The Post-Doctoral Fellow shall submit a comprehensive report of the work done during the entire period together with reprints of publication at the end of the full period (three years) of fellowship.

The Post-Doctoral Fellow shall make an oral presentation of the research report after the completion of the first year & second year before an invited audience consisting of faculty members and research scholars of the Department and provide answers to queries raised by the audience.

The extension of PDF to the second and third year shall be on the basis of the recommendations of an Assessment Committee to be constituted in respect of the candidates with the following members:

- i. The Vice-Chancellor/ his nominee in the University Department as the Chairman.
- ii. A Subject Expert from outside the Department / University Preferably expert of DRC.
- iii. Head of the Department
- iv. Mentor of the Candidate

12. Procedure for Registration and Sanction of grant

- a. The Department concerned shall check the details of the applicant and submit the required details to the University along with a filled-in verification form duly signed by the applicant and countersigned by the Head of Department and the Registrar of University. The format of the 'verification form' will be given in the website.

The departments are required to strictly follow the procedure detailed below:

- i. Read the guidelines of scheme;
 - ii. Verify and ensure the eligibility of candidate for the fellowship under particular scheme.
 - iii. Ensure the authenticity and correctness of category/caste of candidate under which he/she is selected.
 - iv. Verify/authenticate the educational qualification and marks obtained by him/her.
 - v. Ensure that all the documents required as per the guidelines are completely and correctly filled by the candidate in the formats prescribed by the University.
 - vi. Ensure that all the claims for fellowship and contingency are received and timely forwarded to the University.
 - vii. Keep all the hard copies of documents related to candidates in its safe custody during the tenure of fellowship and after completion of research work/submission of thesis by candidate.
- b. On the basis of the joining report of the fellow, the university will issue registration orders and orders w,r,t, sanction of fellowship and contingency.
 - c. The fellowship shall be credited directly into the bank account of awardee on submission of claim as per rules.
 - d. The claim for contingency grant shall be submitted to the University with proper recommendations of the mentor.
 - e. Claim for fellowship shall be submitted before 15th of every month and the claim for contingency shall be submitted with all relevant documents within 15 days of the preceding year.
 - f. The research fellow shall submit a yearly report on the progress of his/her research work duly signed by the Mentor/supervisor and the head of the department to the Director, Research and Development Cell.

- g. In case, if the progress of the work is found unsatisfactory, the fellowship may be cancelled and fellow terminated. The decision of the University in this regard will be final.
- h. No extension is permissible beyond the total period of three years, at the end of which, the fellow ceases to be a PDF with immediate effect.

13. Change of Research place / Centre and Change of Topic / Mentor

Change of Research place / Centre/ Topic / Mentor will be under the discretion of the University.

14. Resignation

If the fellow wishes to leave the fellowship before the end of the tenure, the information regarding relinquishment may be forwarded through the mentor to the University. Fellowships/ scholarships grants must be claimed only up to the date of relinquishment.

15. Termination of Fellowship

The fellowship is liable to be terminated in the following cases:

- a. If the fellow is found to be ineligible to receive the fellowship, at any point of time during the entire duration of the fellowship.
- b. Any false/misleading information furnished by the applicant.
- c. Misconduct.
- d. Unsatisfactory progress of research work.
- e. Any other fellowship/scholarship is drawn from other source(s) during the tenure of the fellowship.
- f. Candidate if found employed during the PDF research.
- g. Any fraudulent activity by the fellow.
- h. Violation of terms and conditions of the guidelines.
- i. Plagiarism or unethical practices, in any form.

Before terminating /cancelling the fellowship, the scholar shall be given reasonable opportunity to defend himself/herself.
