

POST-DOCTORAL RESEARCH POLICY

ASSAM DON BOSCO UNIVERSITY

Preamble

Assam Don Bosco University is fully committed to research at the frontiers of the disciplines. All research in the University is monitored by its Board of Research Studies. The University encourages Post-Doctoral Research with a view to promote scholars who after having completed their PhD wish to pursue a regular career in teaching and/or research. They should possess high potential and promise for conducting full time research on specific themes and issues. These studies are expected to contribute to theoretical, conceptual and practical advancement in different disciplines and contribute towards policy making and entrepreneurship.

Post-Doctoral Research Policy in the University is inspired by guidelines set by the University Grants Commission and other relevant statutory bodies.

Post-Doctoral Research is mentored research conducted for a specified period of time under the guidance of a competent authority. On completion, the researcher will be given a Certificate of Post-Doctoral Research in which the specific title of the research will be indicated. It will not lead to the award of any degree.

Post-Doctoral Research may be carried out by researchers who are a) Fellowship holders (Assam Don Bosco University is 2(f) compliant and 12(B) certified University), b) self-financed, or c) receiving a fellowship from Assam Don Bosco University.

1. Eligibility of Candidate

- 1.1 The scholar should possess a PhD degree and should have published at least five (05) papers in refereed journals, during the past five (05) years.

2. Application and Selection Process

- 2.1 Interested candidates may directly apply to the Director of Research, ADBU.
- 2.2 Documents to be submitted along with the application will be: a) PhD Certificate, b) UG and PG Degree Transcript c) SC/ST/OBC/Minorities/PWD Certification and d) copies of the publications in the last five (05) years.
- 2.3 Research proposal and Abstract (3000 and 300 words respectively), in English, as per the attached format.
- 2.4 The Board of Research Studies or an Expert Committee appointed by the Board of Research Studies will scrutinize the applications and short-list meritorious candidates.
- 2.5 Interview of the short-listed candidates will be conducted by the Board of Research Studies or an Expert Committee appointed by the Board of Research. (No TA/DA will be provided by the University).
- 2.6 Selection will be notified by the Registrar.

3. Supervisor

- 3.1 A selected post-doctoral scholar will work under the guidance of a senior academician. The supervisor should be a permanent staff of ADBU engaged in the same discipline as that of the applicant. He/she should have successfully completed guiding three (03) research scholars, in the last five (05) years. In case of inter-disciplinary proposals, the supervisor should have proven expertise in the area of research proposed by the scholar. In case of necessity a co-supervisor may also be appointed. The selection of the supervisor and co-supervisor is subject to the approval of the ADBU Board of Research Studies.

4. Supervision of research

- 4.1 The assigned supervisor will be directly responsible for following up all activities (including administrative compliance) of the post-doctoral scholar.
- 4.2 An Advisory Committee consisting of the supervisor, head of the department, and two members appointed by the Director of Research will periodically assess the progress of the post-doctoral scholar.
- 4.3 The researcher will be asked to make a bi-annual or annual progress report, before the Advisory Committee. The frequency of the presentation of the progress will be decided by the supervisor and the Director of Research. When the post-doctoral research is for a duration less than six months, there may be only one presentation, at the end of the research. The date and venue of the presentation will be published in the University website, so that all interested can attend it.
- 4.4 After each presentation, the report with the comments of the Advisory Committee is to be submitted to the Director of Research.
- 4.5 It shall be the duty of the Director of Research to provide proper reports to the agencies providing fellowships to the post-doctoral researchers.
- 4.6 Any patents arising out of the research will be the property of the University, with due credit to the post-doctoral fellow. The University will make the payments towards filing the patent, upon recommendation of the Advisory Committee.
- 4.7 On successful completion of the research, the post-doctoral scholar has to submit the report/publications/patent to the University.
- 4.8 On the recommendation of the Advisory Committee, the post-doctoral scholar will be awarded a Certificate of Post-Doctoral Research with the title of the research project indicated on it.

5. Duration of research

- 5.1 Duration of the post-doctoral research shall vary from three months to 12 months, extendable up to three years, subject to satisfactory progress certified by the Director of Research or an Expert Committee appointed by the Board of Research Studies.
- 5.2 In case of extensions for research that is not financially supported by ADBU, the post-doctoral scholar will be solely responsible for all financial expenses.

6. Rights and Duties of the Post-Doctoral Researcher

- 6.1 Post-Doctoral scholars will have access to campus, library and all facilities provided for academic staff of the University.
- 6.2 Identity Card shall be issued to Post-Doctoral scholars. They should carry it always and produce it for verification by authorities of the University as per need. This card will also give him/her access to library facilities.
- 6.3 A work-station shall be assigned in the University to a Post-Doctoral scholar.
- 6.4 Post-Doctoral scholars will abide by the rules and regulations governing all staff of the University as indicated in the service rules, except for financial issues.
- 6.5 Post-Doctoral scholars will be full-time scholars. They are to attend the University regularly as per academic calendar except when permitted by the Director of Research to facilitate research related travel and field work.
- 6.6 During the period of research, the scholar is not allowed to assume any other paid or unpaid work without the written permission from the University. Permission may be granted only in very special situations and on specific conditions.
- 6.7 Researcher is obliged to present reports on research as per regularity (six monthly or yearly) fixed by supervisor and Director of Research.
- 6.8 The Post-Doctoral scholar may be requested by the supervisor and Head of the Department to undertake teaching/learning activities and other co-curricular and extra-curricular activities. These activities shall not exceed more than 6 hours per week. For such activities, the scholar will be issued an experience certificate.
- 6.9 Code of behaviour and ethics applicable to all staff of the University will be applicable to the Post-Doctoral scholars.
- 6.10 The University management shall be the final authority in deciding on the interpretation of clauses herein contained or on any disputes.

7. Fellowship by ADBU

- 7.1 A separate policy shall guide the granting of Post-Doctoral Fellowships by ADBU.

Annexure

1. Research Proposal Format
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RESEARCH PROPOSAL FORMAT

Abstract of the research proposal in not more than 300 words

Research proposal in 3000 words

1. Title of research (*clear, concise and meaningful title reflecting the scope of research*)
2. Introduction (*state clearly the context of the topic to be investigated*)
3. Objectives of the Study (*state the general and specific objectives of the research*)
4. Research Questions (*formulate clear, specific research questions based on conceptual framework*)
5. Hypotheses (*formulate assumed answers to the questions raised*)
6. Review of Literature (*provide conceptual framework regarding the topic and situate the research in the larger context of national and international research*)
7. Research Methodology (*state the scope and limits of the study; research design; justify the method chosen for data collection and analysis based on research questions and hypothesis*)
8. Relevance of research (*indicate the relevance of the study in terms of contribution to knowledge, policy making and practical usefulness in society*)
9. Table of Contents (*provide a detailed tentative table of contents*)
10. Bibliography (*provide a list of books and articles that directly deal with the research theme*)
11. Proposed output (*state what will be the result of the study in terms of publication, a product etc.*)