

COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

(Abstract)

Guidelines for the Award of University Post Doctoral Fellowship (UPDF) 2026 - Academic Council authorized the Vice Chancellor- approved by VC - Orders issued.

ACADEMIC C SECTION

No.CUSAT/AC(C).C2/2876/2026

Dated,KOCHI-22,20.07.2026

Read:-1.Minutes of the Meeting of the Academic Council held on 23.01.2026.

ORDER

The Academic Council at its meeting held on 23.01.2026 authorized the Vice-Chancellor for making suitable modifications and to issue the University Post-Doctoral Fellowship (UPDF)-2026 Guidelines.Accordingly the Vice-Chancellor has approved the Guidelines for the award of University Post Doctoral Fellowships (Appendix)

Orders are, therefore, issued accordingly.

Dr. Arun A U *
Registrar

To:

- 1.The Heads, Directors of all Teaching Departments/School
2. The Deans of all Faculties
3. The Joint Director, Kerala State Audit Department/Finance Officer
4. PS to VC/PS to PVC/PA to Registrar
5. The Joint Registrar (Academic/Finance/Exam)
6. The Director, CIRM (for publication in the website)
7. The Deputy Registrar (IRAA)/ Assistant Registrar (Academic/Finance)
8. Audit'D'/ Accounts/IA&I/Finance/Cash/Conference/IRAA/Statistical Officer

* This is a computer generated document. Hence no signature is required.

COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

Guidelines for the Award of University Post-Doctoral Fellowship (UPDF) – 2026

These Guidelines are framed with a view to streamlining and formalizing the process for the award of University Post-Doctoral Fellowships (UPDF) in the Academic Departments/Centres of Cochin University of Science and Technology (CUSAT) and are effective from 2026 admissions only.

The objective of the University Post-Doctoral Fellowship scheme is to strengthen the post-doctoral research culture in the University and to provide opportunities for outstanding researchers to undertake high-quality independent research.

1. Title

These Guidelines shall be called the “Guidelines for the Award of University Post-Doctoral Fellowship (UPDF) – 2026”.

2. Eligibility

2.1. The minimum qualification for selection to the University Post-Doctoral Fellowship (UPDF) shall be a Doctoral Degree in the concerned subject awarded by CUSAT or any other university/institution/foreign University recognized by the University Grants Commission (UGC)/Association of Indian Universities. The applicant shall possess commendable research credentials evidenced by publications in peer-reviewed journals indexed in Scopus or the Web of Science Core Collection.

2.2. The maximum age limit for applying to the University Post-Doctoral Fellowship shall be 45 years as on the date of notification of the fellowship. A relaxation of three years in the upper age limit shall be granted to women candidates and candidates belonging to SC/ST categories.

In addition, candidates shall apply for the UPDF within five years from the date of award of the Ph.D. degree. In the case of women and SC/ST candidates, the permissible period shall be eight years from the date of award of the Ph.D. degree.

3. Notification of Fellowship

3.1. The University shall notify the University Post-Doctoral Fellowships twice annually, during the months of January and June. The notification shall be published on the University website and in major newspapers. Applications received after the prescribed last date shall not be considered.

3.2. An Academic Department/Centre shall have a maximum of three University Post-Doctoral Fellows at any given time. For the purpose of these Guidelines, Academic Department/Centre refers to Departments/Centres offering academic programmes within the University.

3.3. A faculty member shall supervise only one University Post-Doctoral Fellow at a time.

A faculty member holding the position of Assistant Professor and having a minimum of eight years of service and that of Associate Professor or Professor having a minimum of three years of service at Cochin University of Science and Technology shall be eligible to serve as Mentor for a University Post-Doctoral Fellow.

The Mentor shall be an established researcher possessing adequate laboratory, research, and instrumental facilities for carrying out the proposed research work. The Mentor shall also have successfully completed research projects funded by national or international agencies and guided at least one Ph.D. scholar as Research Supervisor, as per UGC Ph.D Guidelines. This information shall be certified by the Head of the Department.

In the event of retirement or relief from University service of the Mentor, the Department Research Committee shall identify a new Mentor for the successful completion of the fellowship tenure. If such an arrangement is not feasible, the fellowship may be terminated.

4. Application

4.1. Eligible candidates shall apply to the concerned Department/Centre in the prescribed application form together with proof of remittance of the prescribed application fee.

4.2. The application shall include the following:

- i. A research proposal not exceeding 1000 words;
- ii. A consent letter from an eligible faculty member of the Department/Centre agreeing to serve as Mentor for the applicant;
- iii. A facility certificate issued by the Head of the Department/Centre concerned; and
- iv. The recommendation of the Department Research Committee.

4.3. The Department/Centre shall forward the applications, together with the recommendation of the Department Research Committee, to the Registrar within 15 working days from the last date prescribed for receipt of applications.

The Department/Centre shall not prepare any rank list at this stage.

4.4. The application fee for UPDF shall be ₹1500/- (Rupees One Thousand Five Hundred only). In the case of Kerala SC (KSC) and Kerala ST (KST) candidates, the application fee shall be ₹700/- (Rupees Seven Hundred only).

Foreign nationals applying for the University Post-Doctoral Fellowship shall remit an application fee equivalent to US \$110.

The application fee shall be subject to revision from time to time, and applicants shall refer to the notification for the applicable fee.

5. Selection

5.1. The applications shall be screened by a Screening Committee consisting of:

- i. Pro-Vice-Chancellor (Convenor);

- ii. The Dean of the concerned Faculty;
- iii. The Head of the concerned Department/Centre;
- iv. One subject expert nominated by the Vice Chancellor.

Candidates securing marks above the cut-off prescribed by the Screening Committee shall be invited to present their proposed research work before the Selection Committee.

5.2. Selection of the University Post-Doctoral Fellow shall be made by a Selection Committee consisting of:

- i. The Vice-Chancellor/Pro-Vice-Chancellor (Convenor).
- ii. One external subject expert nominated by the Vice-Chancellor;
- iii. The Dean of the concerned Faculty;
- iv. The Head of the concerned Department/Centre;
- v. Mentor of the Post-Doctoral fellow.

The award of fellowship shall be subject to the availability of vacancies.

5.3. The selection shall be based on a maximum of 25 marks distributed as follows:

- i. Performance in the presentation before the Selection Committee – Maximum 10 marks;
- ii. Research publications/published patent applications – Maximum 10 marks, with a maximum of 2 marks for each publication or published patent application. Publications shall be in peer-reviewed journals indexed in Scopus or the Web of Science Core Collection;
- iii. Post-doctoral research experience – Maximum 3 marks; and
- iv. National/International awards, recognitions, or fellowships approved by the Selection Committee – Maximum 2 marks.

6. Performance of Tasks

6.1. The University Post-Doctoral Fellow shall be present in the Department/Centre during academic working hours as prescribed by the University from time to time and shall record attendance through the prescribed biometric punching system.

6.2. The University Post-Doctoral Fellow shall engage in independent research in consultation with the Mentor and shall strive to produce high-quality research publications, monographs, books, patents, and technical reports.

6.3. The University Post-Doctoral Fellow is expected to publish a minimum of two quality research papers during the tenure of fellowship.

The Acceptance/publication of at least one research paper in a peer-reviewed journal indexed in Scopus or the Web of Science Core Collection shall be mandatory for extension of the fellowship to the third year.

The Acceptance/publication shall be verified and certified by the Department Research Committee.

- 6.4.** Every publication arising out of the fellowship work shall carry the affiliation of the fellow as: “University Post-Doctoral Fellow, Department of, Cochin University of Science and Technology, Kochi” with due acknowledgement to the University.
- 6.5.** The University Post-Doctoral Fellow shall acknowledge the support provided by Cochin University of Science and Technology in all research publications arising from the fellowship work.
- 6.6.** University Post-Doctoral Fellows selected under the Faculty of Science, Faculty of Engineering, and Faculty of Technology, Faculty of Marine Sciences, Faculty of Environmental Sciences shall, in addition to their approved post-doctoral research work, engage in academic and related activities for a total of sixteen (16) hours per week. This shall include:
- i. A minimum of four (4) hours of teaching assistance for UG/PG programmes;
 - ii. Four (4) hours of laboratory duty;
 - iii. Four (4) hours of instrumental/research facility support; and
 - iv. Four (4) hours of UG/PG student mentoring.

In addition, the fellow shall participate in seminars, project guidance, academic discussions, and related scholarly activities.

University Post-Doctoral Fellows selected under the Faculty of Social Sciences, Faculty of Law, and Faculty of Humanities shall also engage in academic and related activities for sixteen (16) hours per week, comprising:

- i. A minimum of four (4) hours of teaching for UG/PG programmes;
 - ii. Four (4) hours of batch coordination and student-related activities;
 - iii. Four (4) hours of examination supervision and club coordination; and
 - iv. Four (4) hours of UG/PG student mentoring.
- 6.7.** The academic duties of the University Post-Doctoral Fellow shall be assigned by the Head of the Department/Centre in consultation with the Mentor and the Department Council.
- 6.8.** The University Post-Doctoral Fellow shall submit, at the end of each year and whenever required by the University, three copies of a comprehensive progress report highlighting the research work carried out during the period, together with copies of publications, if any.
- 6.9.** At the end of the fellowship tenure, the University Post-Doctoral Fellow shall submit a bound Post-Doctoral Thesis/Comprehensive Report of the research work carried out during the fellowship period, duly certified by the Mentor, together with copies/reprints of publications.

6.10. The University Post-Doctoral Fellow shall make an oral presentation of the research progress at the end of the first year and second year before an audience consisting of faculty members and research scholars of the Department/Centre.

Extension of the fellowship to the second year shall be based on the recommendation of an Assessment Committee consisting of:

- i. The Dean of the concerned Faculty.
- ii. One external subject expert, not below the rank of Professor from national level research institutions/Universities.
- iii. The Head of the Department/Centre; and
- iv. The Mentor of the candidate;

Extension of the fellowship to the third year shall be based on the recommendation of an Assessment Committee consisting of:

- i. The Vice-Chancellor/Pro-Vice-Chancellor.
- ii. The Dean of the concerned Faculty.
- iii. One external subject expert, not below the rank of Professor from national level research institutions/Universities.
- iv. The Head of the Department/Centre; and
- v. The Mentor of the candidate;

7. Privileges

7.1. University Post-Doctoral Fellows shall receive a consolidated fellowship of ₹35,000/- (Rupees Thirty-Five Thousand only) per month together with an annual contingency grant of ₹20,000/- (Rupees Twenty Thousand only), as amended from time to time

7.2. The University Post-Doctoral Fellow shall be provided access to the physical and academic facilities normally extended to research scholars of the University, in addition to such other privileges specifically provided under these Guidelines.

7.3. The University Post-Doctoral Fellow shall perform the assigned duties under the supervision of the Mentor and under the general administrative control of the Head of the Department/Centre.

7.4. The University Post-Doctoral Fellow shall be eligible for casual leave for a maximum period of 20 (at a stretch 10 days) days and medical leave for a maximum period of 20 days in an year, effective from the date of joining, subject to the prior approval of the Mentor (Medical Certificate attested by University Medical Officer).

Women fellows shall be eligible for maternity leave as per the rules applicable to University Research Fellows.

The University Post-Doctoral Fellow shall not be entitled to earned leave or half-pay leave.

- 7.5.** The period of absence from headquarters for the purpose of data collection, laboratory work, library consultation, field work, or research-related activities in other institutions, undertaken with the prior approval of the Mentor and the Head of the Department/Centre, shall be treated as duty.

8. Assessment and Extension of Fellowship

- 8.1.** The maximum duration of the University Post-Doctoral Fellowship shall be three years.

The fellowship shall initially be granted for one year and may be renewed annually based on satisfactory performance and the recommendations of the Assessment Committee, subject to the provisions contained in Clause 6.10.

Request of extension of fellowship shall be submitted within one month from the completion of each year.

9. Certificate

- 9.1.** The Registrar shall issue a Certificate of Satisfactory Completion of the University Post-Doctoral Fellowship on receipt of:

- i. The final Post-Doctoral Thesis/Comprehensive Report comprising Introduction, Review of Literature, Materials and Methods, Results and Discussion, References, Publications, Patents, and Future Scope of the Study;
- ii. Research publications in peer-reviewed journals indexed in Scopus or the Web of Science Core Collection; and
- iii. Recommendations of the Department Research Committee.

10. Miscellaneous

- 10.1.** The selected candidate shall join the fellowship within 30 days from the date of issue of the offer letter, failing which the fellowship may be cancelled. However, the Vice-Chancellor may grant an extension for a further period of one month upon valid request by the candidate.

- 10.2.** The University Post-Doctoral Fellowship is purely temporary and shall not confer any claim for regular appointment in the University.

- 10.3.** The contingency grant shall be utilized by the University Post-Doctoral Fellow with the prior approval of the Mentor and in accordance with the rules of the University in force from time to time.

- 10.4.** The University Post-Doctoral Fellow shall not engage in any other full-time or part-time employment during the tenure of the fellowship.

- 10.5.** The research work undertaken under the fellowship shall be carried out exclusively under the guidance of the approved Mentor.

- 10.6.** Intellectual property generated under the fellowship shall be governed by the Intellectual Property Policy of the University.
- 10.7.** The University Post-Doctoral Fellow shall adhere to all research ethics, plagiarism Guidelines, and academic integrity Guidelines of the University.
- 10.8.** The University reserves the right to terminate the fellowship at any stage in the event of unsatisfactory performance, misconduct, violation of University rules, or research malpractice.
- 10.9.** If the University Post-Doctoral Fellow discontinues the fellowship before completion of the sanctioned tenure, the fellow shall refund the fellowship amount received during the respective year.