



Sardar Patel University
NAAC Accredited with Grade 'A' (10-1-2023 to 09-01-2028)
Research & Development Cell (RDC)
Vallabh Vidyanagar – 388 120 (Gujarat) India

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No.: SPU/RDC/2026-27/1

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Circular

The Final Draft of the **Policy for Post-Doctoral Research Associates / Post-Doctoral Fellows (RA/PDF) / External Experienced Researchers on Self-Financed Basis** has been approved on 08/04/2026.

A copy of the **Guidelines of the Policy** is enclosed herewith for your reference.

All concerned departments are requested to take note of the same.


Registrar

(1) To the Head of Postgraduate Departments

- | | | |
|---|-----------------------------|--|
| 1. Head, Bio-Sciences | 12. Head, Sociology | 23. Head, Economics |
| 2. Head, Chemistry | 13. Head, Psychology | 24. Head, M.S.W. |
| 3. Head, Electronics | 14. Head, Gujarati | 25. Head, Media Studies |
| 4. Head, Home Science | 15. Head, English | 26. Head, Pharmaceutical Science |
| 5. Head, Materials Sciences | 16. Head, History | 27. Head, DIAS |
| 6. Head, Mathematics | 17. Head, Sanskrit | 28. Principal, M.B.Patel College of Edu. |
| 7. Head, Physics | 18. Head, Political Science | |
| 8. Head, Statistics | 19. Head, Law Department | |
| 9. Head, Business Studies | 20. Head, Hindi | |
| 10. Director, M.B.A. | 21. Head, Library Science | |
| 11. Director, Computer Science & Technology | 22. Head, Education | |

**Policy for Post-Doctoral Research Associates / Post-Doctoral Fellows (RA/PDF) /
External Experienced Researchers on Self-Financed Basis**

1. Eligibility

- (a) Candidates must hold a Ph.D. in a related area.
- (b) Applications from multidisciplinary or interdisciplinary backgrounds are encouraged.

2. Mentorship

- (a) The RA/PDF shall work under the supervision of mentor(s) from the University.
- (b) Eligible mentors must be permanent faculty at the level of Associate Professor or above, with recognized guide status and a strong publication/project record. Professors of Practice are also eligible.
- (c) Joint supervision by up to two mentors is permitted, particularly for multidisciplinary/interdisciplinary research.
- (d) A faculty member shall not supervise more than two RA/PDFs simultaneously.

3. Application Process

Candidates must submit:

- (a) A formal application, and
- (b) A research proposal developed in consultation with the proposed mentor(s).

4. Selection Procedure

- (a) Applications shall be evaluated by the Departmental Research Advisory Committee (DRAC).
- (b) Shortlisted candidates must present their proposal before the DRAC, in the presence of the proposed mentor(s).
- (c) Interdisciplinary proposals may involve more than one mentor, subject to DRAC approval.

5. Duration and nature of engagement

- (a) The position is full-time.
- (b) The minimum duration for the award of a certificate shall be one year, subject to satisfactory progress.
- (c) The maximum duration shall be two academic years.
- (d) A completion certificate shall be issued upon:
 - i. Submission of a final report,
 - ii. Presentation before the DRAC, and
 - iii. Fulfilment of publication requirements that at least one research paper must be accepted or published in a peer-reviewed journal.

6. Progress Monitoring

- (a) The RA/PDF must submit and present a progress report every six months to the DRAC.
- (b) Continuation beyond each review period shall be subject to satisfactory performance.

7. Fees

- (a) Humanities and Social Sciences: ₹25,000 per semester
- (b) Science and Management: ₹40,000 per semester
- (c) 70% of the collected fee shall be transferred to the Department Development Fund (DDF) of the mentoring department.
- (d) Fees may be waived, fully, if the RA/PDF is supported by a recognized national/state funding agency, as per applicable norms.

8. Teaching Engagement

- (a) The RA/PDF may be assigned not more than one course per semester, subject to departmental requirements.
- (b) Teaching responsibilities shall not compromise research progress.

9. Facilities

- (a) Workspace and basic infrastructure equivalent to that provided to Ph.D. scholars,
- (b) Access to laboratories, as approved by the Head of Department,
- (c) Access to institutional library facilities, including Bhaikaka Library.

10. Intellectual Property Rights (IPR)

- (a) All publications arising from the work shall include the mentor(s) as co-author(s), subject to standard academic authorship norms.
- (b) Intellectual property generated during the tenure shall be jointly attributed to the RA/PDF, mentor(s), and the University, in accordance with University IPR policy.
- (c) The University shall retain ownership rights over primary research data generated during the tenure.

11. Code of Conduct and Ethics

- (a) The RA/PDF shall adhere to all institutional policies related to research ethics, plagiarism, and professional conduct.
- (b) Any instance of academic misconduct may lead to termination.

12. Termination / Exit

The RA/PDF position may be terminated:

- (a) Due to unsatisfactory progress (as recommended by DRAC),
- (b) Violation of institutional rules, or
- (c) Voluntary withdrawal by the candidate (with prior notice).

13. Funding and Financial Responsibility

This is a self-financed position, and the University bears no obligation for stipend, accommodation, or financial support unless separately sanctioned. However, RA/PDFs shall be encouraged and provided guidance and institutional support, wherever feasible, to apply for external research grants, projects, and fellowships

14. Certification

The certificate shall clearly state the title of the research work, the duration of the engagement, and the name(s) of the mentor(s).

15. Provision for External/Experienced Researchers

- (a) Experienced researchers with a proven track record (e.g., significant publications, patents, or externally funded projects) may be permitted to work within the laboratories/departments of the University without any financial liability on the part of the University.
- (b) Applications shall be submitted through the Research and Development Cell (RDC).
- (c) Such permission shall be granted on a case-by-case basis, subject to the recommendation of the Head of the Department and approval by the Vice-Chancellor, SPU.
- (d) The researcher must be associated with a faculty mentor from the department.
- (e) This provision does not entitle the researcher to any stipend or employment benefits unless explicitly sanctioned.
- (f) Access to laboratory facilities shall be subject to availability, safety regulations, and institutional norms.
- (g) Any research output, intellectual property, or data generated shall be governed by the IPR policy of the university.