

**OFFICE OF THE REGISTRAR :: ASSAM AGRICULTURAL UNIVERSITY ::
JORHAT – 785 013.**

No. AAU/RG/ACAD-250(AT)/2024-25/ 4159 Dated 19/11 /2024

NOTIFICATION

The 250th meeting of the Academic Council held on August 27, 2024, approved the broad guidelines for Post-Doctoral Fellow (PDF) Programme at AAU. (The guidelines are appended at **Annexure I**).

Sd/- Registrar
Assam Agricultural University
Jorhat – 785 013

No. AAU/RG/ACAD-250(AT)/2024-25/ 4160-175 Dated 19/11 /2024
Copy forwarded for information and necessary action to:

1. The Secretary to the Hon'ble Vice Chancellor, AAU, Jorhat.
2. The Dean, Faculty of Agriculture/Community Science/Veterinary Science/ Fisheries Science, AAU, Jorhat/Khanapara/Raha.
3. The Director of Post Graduate Studies, AAU, Jorhat.
4. The Director of Research (Agri. /Vety.), AAU, Jorhat/Khanapara.
5. The Director of Extension Education, AAU, Jorhat.
6. The Director, AAU-ODL, Khanapara.
7. The Associate Dean, BNCA, Biswanath Chariali/SCSCA, Dhubri/Lakhimpur College of Veterinary Science, North Lakhimpur/ College of Horticulture & FSR, Nalbari.
8. The Joint Registrar (Academic), AAU, Jorhat/Khanapara.

Signature valid

Digitally Signed by:
Tapan Kumar Gohain
Assam Agricultural University
Registrar (ACS)

Date: 2024-11-
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Broad guidelines for Post-Doctoral Fellow (PDF) Programme at AAU

Etymologically, a postdoc is a person who has received a doctoral degree and who is pursuing additional research, training or teaching in order to have better skills to pursue a career in academia, research or any other field. A Post-doctoral Fellow (PDF) usually works on an approved project/area under the guidance of a pre-approved Mentor(s) and may join any time of the academic session, once the programme is cleared by the competent authority.

Eligibility of mentoring PDF:

- The faculty member should have served the University at least for three years in the rank of Associate Professor and equivalent in a specialized area of knowledge
- He /She must have the experience of supervising/guiding at least two PhD Scholars as Major Adviser
- A Mentor shall not have more than two PDF at a given point of time, over and above the norms accepted for guiding PG students
- The faculty member should have at least three publications in indexed journals in the preceding three years

Orientation and Training:

- Upon joining, the PDF should attend an orientation session to familiarize themselves with the institution's policies, procedures and available resources.
- If needed, the PDF should undergo training in specific methodologies or techniques relevant to the research project/area.

Tenure and value:

- Essentially, PDF shall be a full-time research engagement (May be sponsored /self-financed).
- Duration PDF shall vary depending upon the nature/volume of work and commensurating support from the sponsoring agency.
- Value of fellowship shall be as per the terms of reference of the sponsoring agency.

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Work assignments:

- The PDF will be attached to the Department and Mentor(s) for carrying out full time research and teaching in an area approved by the Department
- There may be a periodical progress assessment by a Performance Assessment Committee (PAC) comprised of the HoD as Chairman, DPGS as member and the Mentor as Member Secretary.
- On completion of the duration, they shall be required to prepare a comprehensive report and defend it in an open seminar
- The final report should invariably carry the rationale and ideation, reviews and illustrations, results and outcome with policy implications, if any
- The HoD may assign to a PDF the academic responsibilities such as lecture, tutorial classes, laboratory demonstration work, conduct of academic discourses *etc* for not exceeding six hours per week.
- On satisfactory presentation and acceptance, the report in duplicate may be submitted to the DPGS for record and follow up action, if any.
- On completion of the programme, a certificate may be awarded to the PDF jointly by the Mentor and HoD concerned, countersigned by the DPGS.

Other facilities:

- PDF will be provided suitable accommodation in hostels subject to availability and they are to pay the hostel fee as per the University norms. They may have to make their own arrangement in case of unavailability of suitable hostel accommodation.
- They will be entitled to avail library facilities in the University and all regulations and norms of the Library will be applicable to the PDFs as well
- Leave may be granted to the PDF limited to casual leave, medical leave and duty leave only, as applicable

Intellectual Property (IP) and Publications:

- The PDF should be aware of the institution's policies on intellectual property and patents. Any discoveries or inventions made during the fellowship should be covered under AAU Policy on IPR.
- The PDF is expected to publish their research findings in reputed journals and present them at conferences. Co-authorship with the Mentor and other collaborators should be discussed beforehand and decided accordingly.

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Collaboration and Networking:

- The PDF is encouraged to collaborate with other researchers within the institution and beyond to enhance the quality and impact of their research.
- Participation in workshops, seminars, and conferences is encouraged to build a professional network and stay updated with the latest developments in the field.

Resources and Support:

- The PDF should have access to necessary resources, including lab space, equipment, and funding, as agreed upon at the start of the fellowship.
- Any issues related to resources or support should be communicated to the mentor or PAC for timely resolution

Conflict Resolution:

- In case of any conflicts or issues related to the research work, the PDF should first discuss them with their Mentor. If unresolved, the issue should be brought to the notice of the PAC.
- The University shall have a clear grievance redressal mechanism in place for the PDF to address any concerns.

Exit Planning:

- As the fellowship nears its conclusion, the PDF should start planning for their next career step, whether in academia, industry or other fields.
- The University may offer career counselling services to assist in the transition.

Alumni Engagement:

- After the completion of the fellowship, the PDF is encouraged to stay connected with the institution as an alumnus, participating in future events, mentoring programs, or collaborative projects.