

KIET DEEMED TO BE UNIVERSITY
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Rules and Regulations
Governing
Post Doctoral Program

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KIET Deemed to be University, Delhi-NCR

Ordinance for

POSTDOCTORAL Program 2026-27

1. Definitions and Abbreviations

This ordinance shall be called the **Postdoctoral Program Ordinance, 2026**. It shall come into force from the date of approval by the Competent Authority.

1.1 Definitions

- **University** means KIET Deemed to be University, Delhi-NCR, India.
- **Full-Time Postdoctoral Fellow** means a researcher engaged full time with fellowship for advanced research after the award of a Ph.D.
- **Part-Time Postdoctoral Researcher** means a researcher engaged part time without fellowship for advanced research after the award of a Ph.D.
- **Supervisor** means a faculty member assigned to guide, monitor, and evaluate the Scholar
- **Competent Authority** means the Vice Chancellor or any authority designated by the University.

1.2 Abbreviations

- **CDAC** – Central Doctoral Advisory Committee (*Institutional Level*)
- **DDAC** – Departmental Doctoral Advisory Committee (*Department Level*)
- **UPDF** – University Postdoctoral Fellow
- **SPDF** – Sponsored Postdoctoral Fellow
- **KSODP** – KIET School of Doctoral Program

1.3 The CDAC Composition:

- **Chairperson:** Vice Chancellor
- **Members:**
 - Pro-Vice Chancellor
 - Director Academics
 - Associate Dean- Computing, KSODP
 - Associate Dean- Non-Computing, KSODP
 - External Expert, Commuting domain
 - External Expert, Non-Commuting domain
- **Member Secretary:** One of the members to be nominated by Vice-Chancellor from amongst the CDAC members.

External Expert means an expert of the Professor rank from reputed Indian University nominated by Chairperson, CDAC.

1.4 The DDAC Composition:

- **Chairperson:** Dean of the Department
- **Members:** Two Professors, Two Associate Professors, Two Assistant Professors
- **Secretary:** One of the Members to be nominated by Chairperson.
(All Members must hold a Ph.D. Degree)

2. Objectives

The Postdoctoral Program aims to:

- Promote high-quality research culture and innovation
- Attract young researchers with strong academic background
- Strengthen research output, patents, and publications
- Support interdisciplinary and industry-relevant research

3. Eligibility Criteria for Admission

A candidate seeking admission to the Postdoctoral Program shall satisfy the following requirements:

3.1 Essential Qualification

A candidate shall fulfil the following requirements under the respective category:

3.1.1 Part-Time Postdoctoral Researcher:

- a) The candidate must possess a Ph.D. degree in the relevant discipline from a recognized University/Institution.
- b) The candidate shall have a consistently good academic record in the relevant discipline.
- c) The candidate must demonstrate quality research output, preferably as the first author or corresponding author.
- d) The candidate must have a valid No Objection Certificate (NOC) from the present employer.
- e) The candidate shall have published a minimum of two (2) research papers in journals indexed in SCI / SCIE / Scopus / ABDC / SSCI / AHCI, as specified in Annexure-1 (KIET Research Point System, Table 1 (Sr. No. 1 to 2)).

3.1.2 Full-Time Postdoctoral Fellow:

- a) The candidate must possess a Ph.D. degree in the relevant discipline from a recognized university or institution. The awarding institution should be ranked within the top 100 in the National Institutional Ranking Framework (NIRF) for Indian universities or within the top 300 in the QS World University Rankings for foreign universities.
- b) The candidate must have been awarded a Ph.D. with at least two research papers published for publication in journals listed in Annexure-1 (KIET Research Point System, Table 1, Sr. No. 1 to 2).
- c) The candidate must secure the minimum threshold marks, as decided by CDAC, in the interview conducted during the admission process.
- d) The candidate must satisfy all additional criteria prescribed by CDAC throughout the admission process.

3.2 Important:

3.2.1 Validity of Publications

Publications in predatory, non-peer-reviewed, or discontinued indexed journals shall not be considered. The indexing status shall be verified from the time of publication of the article.

3.2.2 Academic Integrity

The candidate must not have been found guilty of plagiarism or academic misconduct. All publications shall comply with the UGC Plagiarism Regulations.

4. Categories of Full-Time Postdoctoral Fellow

The University shall offer the Full-Time Postdoctoral Fellowship in following categories:

4.1 University Postdoctoral Fellow (UPDF)

- a) The University Postdoctoral Fellowship (UPDF) shall be funded by the University from its internal resources.
- b) The objective of this category is to attract high-quality researchers to strengthen the University's research culture, innovation, and academic excellence.

- c) The selection shall be carried out through a duly constituted Selection Committee, as per University norms.
- d) The Fellows shall receive fellowship, contingency grant, and other benefits as prescribed by the University from time to time.
- e) The Fellow shall undertake full-time research work under the supervision of a faculty mentor and shall not engage in any other employment or assignment without prior approval of the Competent Authority.
- f) The Fellow shall contribute to research publications, patents, sponsored projects, and other academic activities of the Department.
- g) The number of positions under this category shall be determined by the University based on availability of funds and research priorities.
- h) For selecting candidate as UPDF, the department must maintain a 1:10 ratio of Full-Time to Part-Time candidates.

4.2 Sponsored Postdoctoral Fellow (SPDF)

- a) The Sponsored Postdoctoral Fellowship (SPDF) shall be funded through externally sponsored research projects, industry collaborations, government agencies, or consultancy assignments.
- b) The terms and conditions of the Fellowship, including fellowship amount, duration, and deliverables, shall be governed by the norms of the sponsoring agency, subject to approval of the University.
- c) The selection of candidates shall be carried out by the Principal Investigator (PI)/Project Coordinator, in consultation with the Department, and with the approval of the Competent Authority.
- d) The Fellow shall work on project-specific, industry-oriented, or sponsored research problems, as defined in the sanctioned project or agreement.
- e) The Fellowship shall be purely full-time in nature, and the Fellow shall not undertake any other employment or assignment during the tenure without prior approval.
- f) Intellectual Property Rights (IPR), publications, and outcomes shall be governed by the terms of the sponsored project agreement and the University IPR Policy.
- g) The Fellowship shall end automatically upon completion of the project, unless otherwise approved by the University.
- h) In the event of completion or termination of the sponsored project, the Fellowship shall automatically stand terminated, unless alternative arrangements are approved by the Competent Authority.

5. Duration of Fellowship

5.1 Initial appointment

- When a candidate joins as a full-time postdoctoral fellow or part-time postdoctoral researcher, the appointment is given only for the first 6 months.
- The initial appointment shall remain provisional for the first six months and shall be subject to a performance review.

5.2 Extension (Six-Monthly Review)

- The candidature shall be reviewed every six (6) months.
- Extension shall be granted for the next six (6) months, subject to satisfactory performance.
- This process shall continue periodically based on performance.
- The admission in program may be extended up to a maximum period of one and half year (1.5) years.

5.3 Maximum tenure

- The fellowship for full time candidate can continue only up to a maximum of 1.5 years.
- Even if performance is excellent, it cannot be extended beyond 1.5 years under any condition.

6. Fellowship and Benefits

The candidate shall be entitled to the following fellowship and benefits:

- A fellowship of ₹50,000 (Rupees Fifty Thousand only) per month shall be provided to Full-Time Postdoctoral Fellow. No fellowship shall be provided to Part-Time Postdoctoral Researcher.
- In case of JRF/SRF etc. candidates receiving any external/government fellowship, the university will release the amount of fellowship as per the university norms.
- The Full-Time Postdoctoral Fellow shall not be permitted to draw any other fellowship, salary, or financial assistance during the tenure without prior approval of the Competent Authority.
- Reimbursement of publication expenses for conference shall be provided, limited to 50% of the entitlements applicable to KIET Assistant Professors, upon achievement beyond the minimum prescribed research benchmarks for the Postdoctoral program, in accordance with the KIET Research Policy.
- Publication incentives may be granted, limited to 50% of the norms applicable to Assistant Professors, upon achievement beyond the minimum prescribed research benchmarks for the Postdoctoral program, in accordance with the KIET Research Policy.
- Access to library and other academic resources of the University to support research and scholarly activities.
- Eligibility for lifetime alumni status, including continued access to the University's academic and professional network, as per applicable policies.

7. Selection Procedure

The selection of candidates for the Postdoctoral program shall be carried out in accordance with the following procedure:

7.1 Application Process

- Applications shall be invited through a rolling advertisement hosted on the University website.
- Eligible candidates may apply online in the prescribed format
- The application shall be considered complete only upon submission of all requisite documents within the stipulated time.

7.2 Screening

- All applications received shall be scrutinized by the CDAC.
- Based on the eligibility criteria and research credentials, shortlisted candidates shall be invited for further evaluation.
- The shortlisted candidates shall be called for an interview and/or presentation, to be conducted by the DDAC.

7.3 Interview

- The selection process shall consist of the following components:

- Research Presentation, wherein the candidate shall present their Ph.D. work, key research contributions, and proposed postdoctoral research plan.
- Personal Interview conducted by an Expert Committee, to assess the candidate's research aptitude, domain knowledge, and suitability for the candidature.
- The Expert Committee may include subject experts, senior faculty members, and external experts, as deemed appropriate by the University.
- The evaluation shall be based on academic record, quality of publications, research potential, and performance in the presentation and interview.

7.4 Approval

- The DDAC shall recommend suitable candidates based on the evaluation.
- The recommendations of the DDAC shall be forwarded to the CDAC Chairperson for further processing.
- The final approval on selection shall be granted by the Competent Authority of the University, whose decision shall be final and binding.

8. Allocation of Supervisor

Each Postdoctoral candidate shall be assigned a Faculty Supervisor by the Department, with the approval of DDAC and CDAC. The Supervisor shall be responsible for guiding, monitoring, and evaluating the research work of the Postdoctoral candidate.

8.1 Eligibility Criteria for Supervisor

A faculty member shall be eligible to act as a Supervisor for a Postdoctoral candidate only if the following conditions are satisfied:

8.1.1 Essential Qualification

- Must be a regular faculty member of the University.
- Must possess a Ph.D. degree in the relevant or allied discipline.

8.1.2 Research Credentials (Mandatory)

The faculty member must demonstrate active research engagement, as evidenced by:

For Professor/Associate Professor:

- At least five (5) research publications in indexed journals as specified in Annexure-1 (KIET Research Point System, Table 1 (Sr. No. 1 to 2)) in the last five (5) years out of which 2 should be as first author.
- A minimum Scopus h-index of 8 at the time of consideration.
- In case publications criterion does not meet (but ≥ 2), ongoing or completed externally funded research project(s) of minimum 10 Lakhs in the last five (5) years.

Any faculty members not fulfilling above criterion but with either Postdoc or sponsored project of minimum 10 Lakhs in the last five (5) years may also be considered as Supervisor depending on the individual credentials and final approval from CDAC.

8.1.3 Supervision Capacity

A faculty member shall ordinarily supervise not more than two (2) Postdoctoral Candidates at a time. However, in exceptional cases, this limit may be extended up to three (3) with the approval of the Competent Authority, based on availability of research projects, funding, and demonstrated research capability.

Important:

- A faculty member shall not be eligible to act as a Supervisor if he/she has been found guilty of plagiarism or any form of research misconduct.
- A faculty member having an active research project may engage a SPDF, provided that the fellowship stipend is met through reallocation of funds from the said project. In such cases, the Supervisor's Eligibility Criteria specified above shall not apply.

8.2 Allocation Procedure

- The allocation of Supervisor shall be based on Research area alignment, Availability of research facilities, Mutual research interest.
- The Department/Committee may consider the preference of the candidate, subject to availability and approval.

8.3 Change of Supervisor

- In exceptional cases, a Postdoctoral Candidate may request a change of Supervisor, with proper justification.
- Such change shall be applicable after approval of the DDAC and the CDAC.

9. Fee Payment & Document Verification

- Within one week of the issuance of the admission offer, the selected candidate shall report to the University and complete the admission formalities by submitting the prescribed fees to the Accounts Office and the required documents to the Registrar's Office. Along with the admission offer email, each selected candidate shall be provided with a Candidate Reporting Checklist, detailing the fee deposition requirements and the documents to be submitted at the time of registration. This checklist shall guide the candidate through the mandatory reporting and verification process at the concerned offices of the University.
- UPDF and SPDF candidates shall additionally report to the Human Resources (HR) Department for necessary formalities.

10. Duties and Responsibilities

The Postdoctoral Candidate shall be expected to actively contribute to the research, academic, and scholarly activities of the Department. The candidate shall adhere to the highest standards of academic integrity and shall perform the following duties and responsibilities:

- Conduct original research and publish high-quality research papers as first author, with a minimum of one publication per semester under University affiliation.
- Assist in teaching activities up to a maximum of eight (8) hours per week (For Full Time candidates), as assigned by the Department.
- Contribute to laboratory development and related academic infrastructure.
- Assist in supervision of student projects (Full Time candidates), as assigned by the Department.
- Submit a half-yearly progress report, duly endorsed by the Supervisor.
- Deliver a half-yearly presentation on research progress before the DDAC.
- Assist in writing research proposal.

11. Performance Evaluation

The performance of the Postdoctoral Candidate shall be reviewed periodically to ensure satisfactory progress in research and academic contributions. Such evaluation shall form the basis for continuation of the Fellowship and progression to subsequent semesters.

- The performance of the Postdoctoral Candidate shall be evaluated at the end of each semester/six months by the Supervisor and the DDAC.
- The evaluation shall be based on research publications, overall research progress, and contribution to the academic and research activities of the Department.
- For continuation of the Fellowship and progression to the next semester, the Fellow shall be required to fulfil the prescribed performance criteria equivalent to four (4) credits in semester, as specified in Annexure-1 (KIET Research Point System, Table 1).
- Failure to meet the minimum prescribed criteria may result in non-extension or discontinuation of the Fellowship, subject to the approval of the Competent Authority.

12. Leave Rules

Full Time Postdoctoral Fellow and Part Time Postdoctoral Researcher should be available all the time and adhere to the academic schedule outlined for the Postdoctoral program in the academic calendar, including working days, holidays, and other important dates for registration, fee payment and submission etc.

Full Time Postdoctoral Fellows are eligible to avail leaves as below which may be amended from time to time by the Academic Council:

12 days of Casual Leave for every academic year, to be accrued on a pro-rata basis.

Fellows will be entitled to avail one-week summer vacation. It cannot be taken in chunks. It has to be the full week from Monday to Saturday.

The leave may be subject to the approval of the DDAC Chairperson concerned.

The Assistantship is not payable during medical leave or maternity leave, unless specifically covered under the University's Postdoctoral Fellow Leave Rules. The fellowship will be suspended for the duration of the leave and may resume upon the scholar's return.

- Special Leave may be granted to attend Seminars/Conference not exceeding 6 days per year.
- All leave shall require prior approval of the DDAC by the recommendation of Supervisor.
- Leave beyond the permissible limit may result in proportionate deduction of fellowship or extension of tenure, as decided by the University.
- In case of prolonged absence without prior approval, the Fellowship may be liable for suspension or termination.

13. Code of Conduct

- The candidate shall adhere to all rules, regulations, and discipline of the University.
- The candidate shall maintain the highest standards of research ethics, integrity, and academic honesty in all scholarly activities.
- Any form of plagiarism, data fabrication, falsification, or unethical use of Artificial Intelligence (AI) tools in research and publications shall constitute academic misconduct and may lead to termination of the Fellowship.

14. Intellectual Property (IPR)

All intellectual property generated during the tenure of the Postdoctoral program shall be governed in accordance with the policies and regulations of the University. The rights, ownership, and any associated benefits arising from such intellectual property shall be determined as per University norms.

- All intellectual property (IPR) generated during the tenure of the program shall be governed by the University IPR Policy.

- Revenue sharing, if any, shall be as per the provisions of the University IPR Policy and subject to the approval of the Competent Authority, whose decision shall be final and binding.

15. Termination of Fellowship

Fellowship may be terminated on the recommendation of the DDAC for:

- Unsatisfactory semester wise performance
- Misconduct
- False information in application
- Violation of rules and research ethics

16. Completion Certificate

The Postdoctoral program shall be required to fulfil all academic and research requirements prescribed by the University for successful completion of the program. The award of the completion certificate shall be subject to verification of research output and fulfilment of minimum performance criteria.

- The Completion Certificate shall be issued after a minimum of six months from the date of registration and within a maximum period of one and half year, upon submission of the final research report for the work carried out during the tenure, duly approved by the Supervisor.
- The candidate shall be required to meet the minimum prescribed research benchmarks, including achievement of at least twelve (12) KIET Research Point System as in Annexure-1.
- In achieving twelve KIET Research Points System, the candidate must have published at least one (1) research paper in journals listed under Sr. No. 1 to 2 of Table 1 in Annexure-1.
- The award of the Completion Certificate shall be subject to verification and approval by the Competent Authority.

17. Award/Recognition (Optional Strong Clause)

- University will also announce Best Postdoctoral Research Award for candidate with highest KIET Research Point at the time of award of Postdoctoral Research Completion Certificate.

18. Any relevant or untouched matter

- Matters not covered shall be decided by the CDAC.
- University reserves the right to modify rules

CONCLUSION

The Postdoctoral Regulations 2026-27 of KIET Deemed to be University provide a structured, student-centric, and quality-driven research framework. With defined processes, regular monitoring, and academic support at every stage, the University ensures that postdoctoral researchers and fellows are guided effectively towards successful completion of their post-doctoral journey.

In the event of any dispute, the provisions of the University Ordinance shall be referred to in the first instance. In cases where ambiguity persists, the decision of the CDAC Chairperson, shall be final and binding.

Annexure-1

Table 1: KIET Research Point System:

S.No	Publication Category	Points per Paper	Notes
1	SCI/SCIE/AHCI Indexed Journal (Q1/Q2 as per WoS), ABDC Ranked Journal (A* or A)	10	Web of Science Q1 or Q2 quartile
2	SCI/SCIE/AHCI Indexed Journal (Q3/Q4 as per WoS), SSCI Indexed Journal (WoS)	8	Web of Science Q3 or Q4 quartile
3	Scopus Indexed Journal (Q1/Q2), ABDC Ranked Journal (B)	5	Any Scopus-indexed journal
4	Scopus Indexed Journal (Q3/Q4)	3	Any Scopus-indexed journal
5	Conference / Book Chapter	1	Scopus indexed
6	Published Patent	1	Only Utility Patent
7	Patent Grant (with KIET as Co-applicant)	4	To be validated by CDAC
8	Technology Transfer / Startup Launch	6	To be validated by CDAC

- Candidate must publish at least 1 paper from Sr. No. 1 and 2 (indexed journal) as mentioned in Research point system table of this ordinance.
- The scholar is required to earn a minimum of 12 research points for the final submission of the report.
- Maximum 2 patent allowed to count towards the score of 12; Only Utility Patent will be considered for obtaining the score.
- For each Publication to be considered for the award of Postdoctoral program certificate, candidate must be 1st Author with KIET Affiliation and in case of Patent KIET must be 1st applicant.