

# Standard Rules and Regulations for Post-Docs

## 1. RA-I/II/III

Typically a postdoc can be appointed at three levels: RA-I, RA-II and RA-III. A fresh postdoc (immediately year after PhD) should be offered RA-I for 1+1 years. In exceptional cases, if the tenure of RA-I is extended beyond 2 years (upto a maximum of 1 more year) then upgrade to the level RA-II may be considered. A postdoc (with 2 full years of postdoc) may be offered RA-II. In exceptional cases, if the tenure of RA-II is extended beyond 2 years (upto a maximum of 1 more year) then upgrade to the level RA-III may be considered. A postdoc (with 4 full years of postdoctoral experience) may be offered RA-III. **A postdoc seeking 3<sup>rd</sup> year of extension should apply at least 6 months in advance of the final year of the associateship. If a postdoc is not granted extension at any year, he/she should be informed at least 6 months in advance.**

## 2. OBLIGATIONS OF A POSTDOC

- a) Every postdoc should be associated with a mentor faculty member with whom s(he) is expected to collaborate during his/her tenure in SINP. Besides this, the postdoc can collaborate with any other faculty member of the institute.
- b) For each postdoc a 3-member monitoring committee (MC) must be formed by the mentor faculty to assess the annual progress of the postdoc. The committee may be formed with the mentor faculty as Convenor and two other experts in the subject area of postdoc from the institute.
- c) The postdoc has to be a full time researcher and must follow the disciplinary regulations of the Institute and the laboratory where he/she is working. Regular attendance must be ensured by filling up the attendance form every month (the form can be obtained from the Group office or SIRD) and get it signed by the mentor faculty. Any irregularity should be brought to the notice of the Group Head and Standing Academic Committee.
- d) The postdoc is not expected to take any assignment other than his/her designated research programme at SINP. However, if required, the postdoc may assist the host institute in its academic work provided such assignments do not hamper the progress of research work of the postdoc.
- e) Once a postdoc accepts the position and joins, it is incumbent on him/her to continue the research for the normal tenure of the fellowship or for such lesser duration in which the original objectives of the research problem have been achieved.
- f) No postdoc shall discontinue his/her Associateship without prior approval of SINP. In case he/she wishes to discontinue the associateship prior to completion of the tenure on attainment of original objectives of research, he/she must submit the resignation to SINP through the MC two month in advance, indicating specific reasons for not continuing the Associateship. The Associateship shall cease from the date stipulated in the letter approving the resignation.
- g) At the end of each year every postdoc will report to the MC and give an open seminar with a detailed work report for the extension of his/her tenure. Extension of the postdoc will be based on the evaluation of the work done and on the comments and recommendations of the MC in written

format. If the progress of the postdoc is found to be unsatisfactory, then the associateship may be terminated.

**h)** The postdoc must send a detailed consolidated report of the research work done during the entire period of Associateship on completion of the tenure/resignation of the Associateship through the mentor faculty, in the prescribed proforma (**Annexure-I**) within one month of the completion of the associateship or resignation from the position as the case may be.

**i)** The postdoc shall keep the mentor informed about his/her submission/acceptance/publication of any research paper arising out of the research work done during the tenure of the associateship.

### **Annexure-I**

Proforma for Progress Report of postdoc for the entire duration of Associateship to be submitted on completion/termination of

Associateship

1. Name of the Associate:
2. Email address of the Associate:
3. Source of Fellowship of postdoc:
4. Name(s) of the Monitoring Committee (MC):
5. Group and Date of Joining:
6. (a) Topic of Research: (b) Broad Subject area:
7. Period of Associateship availed (in Years & Months):
8. Attendance record: Please attach the attendance form duly signed by the mentor.
9. Summary of work done. Actual research work may be summarized in about 500-1000 words:
10. (a) Consolidated report of work done during the entire period of Associateship. This should bring out clearly the original objectives and how far these have been achieved, emphasizing the salient features of the work done by giving quantitative data and its interpretation.  
(b) Research paper published/accepted for publication/communicated for publication (Full details of authors, title, journal, volume, year and page number may be given and reprints/preprints of research papers must be enclosed.
11. In case the Associateship is not to be availed for the full tenure, the reasons for discontinuing may be given, such as getting a job, going abroad, lack of facilities/guidance, personal factors, etc.
12. Whether the works is of any applied importance and, if so, whether patent has been/can be taken?
13. Future correspondence address of the Associate:
14. Any remark/comment:

Date: Signature of Associate

15. Overall assessment and comments of the MC:

Date: Signatures of the MC

#### **Annexure-II: Rules for using the Contingency by a postdoc**

Expenses in the Contingency grant is subject to approval of the Head of the institution, and will be operated by the postdoc, for the following purposes:-

- a) The Contingency grant should be utilised within a financial year (April to March). However, if there is a small leftover fund, it may be clubbed with the contingency fund of the next financial year. The bills may be submitted at any time within the financial year.
- b) Acquisition of books and other documents of relevance to the research/professional work are permitted. Additionally, the grant may be used for purchasing computer peripherals, accessories and software.
- c) The grant may be used for purchase of a laptop/ a tablet. However, not more than 50% of the total contingency grant of a financial year can be spent on this item.
- d) The contingency grant should be used for access-charges for equipment, computational fees, buying chemicals, photographic materials for research work, other professional charges and standard consumables.
- e) Travel to conference, workshops and other educational trips: Train/Bus fares at actuals, and Daily Allowance, as applicable, for undertaking tours in India. Such tours must be recommended by the mentor faculty, duly forwarded by the Group Head for the approval of the Director. The number of tours in a financial year must be planned according to availability of funds. Allowance will be reimbursed as TA/DA as per rules.
- f) Publication charges may be paid from the contingency grant if a faculty, expectedly the mentor faculty, from SINP is a co-author of the paper. A prior approval of the Director, SINP is required after the acceptance of the paper for paying publications charges.
- g) The grant may be used for Stationery and Postal Charges. These should not exceed 20% of the sanctioned contingency grant.

#### **Note:**

- a) Every item of contingency expenditure should be duly forwarded by the Head of the Group.
- b) Contingency Grant should not be utilized for purchase of scientific equipment, furniture, office equipment, for foreign travel, or other expenses related to visits abroad.