

Standard Operating Procedure (SOP) for Post Doctoral Fellowship (PDF) Awardee and Host Institution

1. Onboarding and Reporting

The host institution must ensure timely selection of the awardees (within the timelines as specified by PhD Cell) against the allotted seats, following the scheme guidelines and their timely reporting to the PhD Cell, Digital India Corporation (DIC), MeitY, for registration under the scheme.

- 1.1 Awardees not registered under the scheme will not be eligible for support.
- 1.2 The institution must notify the PhD Cell immediately about any dropouts or termination of PDF awardees.

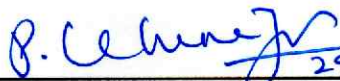
2. Progress and Research Reporting

During registration under the scheme, the awardees need to submit proposals including specific timelines, deliverables, etc. Subsequently, the PDF awardees must submit monthly progress reports in the format specified by the PhD Cell. They must also update the PhD Cell on any publications, patents, start-ups, or other outputs resulting from their research.

Institutions are required to ensure timely and accurate submission of these reports.

3. Financial Support

- 3.1 The fellowship amount of ₹1,08,393/- per month will be transferred directly to the PDF awardee's bank account. Contingency Grant of ₹1.00 lakh per year will be calculated on a pro-rata basis (e.g. ₹0.25 lakh per quarter).
- 3.2 In case of non-performance, non-compliance with the scheme's guidelines, absence, leaves, etc. or other reasons, affecting the Fellowship amount or resulting into Fellowship stoppage of any PDF awardee at any point of time, the institution shall intimate PhD Cell, DIC regarding the same immediately through email to PhD Cell. The institution needs to secure receipts of such intimation by PhD Cell, DIC well in advance as the fellowship would be released by DIC, as soon as possible, once the fellowship becomes due.
- 3.3 In absence of such intimation, PhD Cell, DIC will continue to transfer the fellowship directly to the PDF awardee every month of a financial year.
- 3.4 If due to non-intimation or late intimation by the respective institute, the fellowship is released to the PDF awardee by PhD Cell, DIC then it will be the responsibility of the institute to recover that amount paid to the candidate in excess & beyond eligibility. PhD Cell, DIC in its sole discretion may decide to recover it from the amount due to be paid to the institute under other budget heads of the scheme.
- 3.5 The awardee must submit a detailed proposal with planned expenditure from Contingency budget head, in the prescribed format. Reimbursements may also be considered, subject to expenditure, per scheme guidelines. Expenditure beyond pro-rata eligibility will not be considered.

 29/05/2025

Signature and Seal of Nodal Officer

Dr. PULI KISHORE KUMAR
ASSISTANT PROFESSOR
DEPT. OF ELECTRONICS AND
COMMUNICATIONS ENGINEERING
NATIONAL INSTITUTE OF TECHNOLOGY
ANDHRA PRADESH, TADEPALLIGUDEM, INDIA



Signature and Seal of Head of the Institution

निदेशक / Director
राष्ट्रीय प्रौद्योगिकी संस्थान
National Institute of Technology
आंध्रप्रदेश / Andhra Pradesh
तादेपल्लिगुडेम / Tadepalligudem-534101

3.6 The host institution must submit Utilization Certificates (UCs), Statement of Accounts (SoAs), and Statement of Expenditure (SoEs) along with requests for the next quarter's fund release. Unspent balances and interest, if any, must be refunded to the PhD Cell.

4. Completion and Exit Formalities

Upon completion of the fellowship, the institution must submit a final completion report and all requisite documents. The format for the final report will be shared by the PhD Cell.

5. Compliance and Termination

5.1 Both the institution and the PDF awardee are required to adhere to the scheme guidelines and instructions, issued periodically by the PhD Cell.

5.2 The PhD Cell reserves the right to hold, stop, or terminate support for the PDF award at any stage due to reasons including, but not limited to, inadequate progress, non-compliance with guidelines, or any other reason deemed appropriate.

6. Acceptance and Declaration

- Email a **scanned signed copy** to: phd-scheme@digitalindia.gov.in
- Send the **original signed copy** to:

Sh. Sandeep Bansal
In-Charge, PhD Cell
Room No. 2084, Electronics Niketan
6, CGO Complex, Lodhi Road
New Delhi – 110003

Declaration

We have read and agree to abide by these SoPs, including any updates.

Signature and Seal 
Name of the Nodal Officer **Dr. PULI KISHORE KUMAR**
Name of the Institution **NIT ANDHRA PRADESH**
Date **29/05/2025**

Dr. PULI KISHORE KUMAR
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ANDHRA PRADESH, TADEPALLIGUDEM, INDIA

Signature and Seal 
Name of the Head of the Institution **PROF. N.V. RAMANA RAO**
Name of the Institution **NIT ANDHRA PRADESH**
Date **29/05/2025**

निदेशक / Director
राष्ट्रीय प्रौद्योगिकी संस्थान
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Terms & Conditions for the Visvesvaraya PhD Scheme – Post Doctoral Fellowship (PDF).

The host institution (where the PDF seats are allotted and candidates are enrolled), must ensure timely selection of the awardees (within the timelines as specified by PhD Cell) against the allotted seats, following the scheme guidelines and their timely reporting to the PhD Cell, Digital India Corporation (DIC), MeitY for registration under the scheme.

Awardees not registered under the scheme will not be eligible for support

1. Eligibility and Duration

- 1.1 The PDF is awarded to researchers with a proven academic record, including peer-reviewed publications and recognitions.
- 1.2 It is a full-time, non-transferable, temporary position tenable in India only.
- 1.3 The fellowship is valid for **1 year**.
- 1.4 The PDF applicant should be an Indian citizen.
- 1.5 PDF applicants currently in regular employment will not be considered. However, scientists or researchers with temporary positions in academia or research institutions would be considered, but they would be required to relinquish their current roles if selected for the fellowship.
- 1.6 The PDF applicant must have obtained a PhD degree from a recognized University with first class (in terms of grades, etc.) in all preceding levels and a good academic record throughout.
- 1.7 The eligible participating institution must ensure that the PDF applicant should have completed PhD within the past 5 years on the last date of submission of application to the institution.
- 1.8 PDF applicants should not have completed their PhD at the same institution (host institution) where the PDF fellowship is to be awarded.
- 1.9 The upper age limit for the fellowship is 40 years on the date of submission of application to the eligible participating institution (host institution).
- 1.10 A suitable Mentor/Guide, under whom the proposed research would be carried out, must be identified by the institution.
- 1.11 Mentor/Guide of PDF fellow must hold a regular academic/research position in a recognized institution in India. He/she should hold a Ph.D. degree in Science or Engineering.
- 1.12 The research proposal of the PDF applicant, to be submitted to the institution, should define clear objectives, outcomes and deliverables against the award.
- 1.13 Preference would be given to the PDF applicants who have active industry linkages and their research proposal is directed towards industry specific problems.

2. Responsibilities of the PDF Awardee

- 2.1 In addition to own research work, the awardees need to participate in activities under the Visvesvaraya PhD Scheme as assigned by PhD Cell such as:
 - o Evaluation of research work of PhD Candidates
 - o Mentoring of PhD candidates
 - o Participation in collaborative research under the scheme
 - o Participation in workshops and events
 - o Other assignments by PhD Cell

P. Pulikishore Kumar
29/05/2025

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N. V. 29/5/25

Signature and Seal of Head of the Institution

National Institute of Technology
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फोन: 0863/240001-534101

- 2.2 Provide **research proposals** including specific timelines, deliverables, etc. and **monthly progress reports**.
- 2.3 Report significant achievements during the tenure
- 2.4 Promptly follow the directions of PhD Cell
- 2.5 Acknowledge the scheme at all significant forums including publications/ achievements/recognitions etc. using the following template:
- "This publication/achievement/recognition is an outcome of the R&D work undertaken during the tenure of PDF award under the Visvesvaraya PhD Scheme, being implemented by PhD Cell, Digital India Corporation, MeitY."*
- 2.6 Inform the PhD Cell **at least one month in advance** for any **long-term leave** (e.g., study leave, sabbatical, etc.).
- 2.7 Must **not receive any other fellowship** during the award period.
- 2.8 If any awardee wishes to discontinue the fellowship, the institution should inform PhD Cell, DIC; MeitY immediately. One month's notice is to be given by the institution before the date of discontinuation.

3. Financial Support

- Fellowship: ₹1,08,393/month
- Contingency Grant: ₹1,00,000/year (disbursed on a **pro-rata** basis, e.g. ₹25,000/quarter)
- Contingency Grant usage is restricted to:
 - Minor equipment
 - Consumables
 - Research-related items
- No provision for hiring research staff.
- The institution must:
 - Provide administrative/infrastructural support.
 - Intimate PhD Cell, DIC through email about non-performance, non-compliance with the schemes guidelines, absence, leaves, etc. or other reasons, affecting the fellowship amount or resulting in fellowship stoppage of any PDF awardee at any point of time.
 - Secure receipts of such intimation by PhD Cell, DIC well in advance as the fellowship would be released by PhD Cell DIC, as soon as possible, once the fellowship becomes due. In absence of such intimation, PhD Cell, DIC will continue to transfer the fellowship directly to the PDF awardee every month of a financial year.
 - If due to non-intimation or late intimation by the respective institute, the fellowship is released to the PDF awardee by PhD Cell, DIC then it will be the responsibility of the institute to recover that amount paid to the awardee in excess & beyond eligibility. PhD Cell, DIC in its sole discretion may decide to recover it from the amount due to be paid to the institute under other budget heads of the scheme.
 - Close the accounts, in the event of drop out or tenure completion, with all required formalities including submission of Utilization Certificates (UCs), Statement of Accounts (SoA), completion report and other required documents.

P. Uthappa
29/05/2025

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N.V. Chaitanya

Signature and Seal of Head of the Institution

National Institute of Technology
आंध्रप्रदेश / Andhra Pradesh
तादेपल्लिगुडेम / Tadepalligudem-534101

- Return unspent balances with interest, if any.

4. Review and Monitoring

Performance will be periodically reviewed by the PhD Cell via:

- Reports
- Expert visits
- Workshops and interactions
- Any other methods as deemed appropriate by the PhD Cell

5. Discontinuation and Termination

5.1 If any fellow wishes to discontinue the fellowship, the institution should inform PhD Cell, DIC; MeitY immediately. One month's notice is to be given by the institution before the date of discontinuation.

5.2 The implementing institution (host institution) should not incur any expenditure under the award from the date of termination of the award/project or the date of resignation of the fellow. The institution will be responsible for the submission of work report and other requisite documents.

5.3 In case the post-doctoral fellow undertakes any full/part-time assignment, his/her PDF award under the scheme would be discontinued.

5.4 PhD Cell, DIC; MeitY reserves the right to hold/ stop/ discontinue the fellowship at any stage, if

- Appropriate progress is not being made.
- The grant is not being utilized properly.
- Reports/responses/details etc. are not submitted timely and in the prescribed format or directions of PhD Cell are not followed.
- Violation/ Non-compliance of guidelines.
- Any other reason, which is deemed appropriate by PhD Cell, DIC, MeitY

5.5 In cases of dropouts or termination of PDF awards:

- The institution must **cease further expenditure**
- Close the accounts with all required formalities including submission of Utilization
- Certificates (UCs), Statement of Accounts (SoA), completion report and other required documents.
- Return unspent balances with interest, if any.

Note: There is **no provision to replace or transfer** an awardee.

6. Acceptance and Declaration

- Email a **scanned signed copy** to: phd-scheme@digitalindia.gov.in
- Send the **original signed copy** to:

Sh. Sandeep Bansal
In-Charge, PhD Cell
Room No. 2084, Electronics Niketan
6, CGO Complex, Lodhi Road
New Delhi – 110003

P. U. Kishore Kumar
29/05/2025

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7. Other Important Points:

- The institution may design/have its own application form for advertisement of PDF; however, the guidelines for PDF are to be followed.
- Just fulfilling the minimum eligibility criteria should not entitle a candidate to be selected.
- PhD Cell, DIC; MeitY may change the T&C at its discretion, if deemed necessary.

Declaration

We have read and agree to abide by these Terms & Conditions, including any updates.

Signature and Seal

Name of the Nodal Officer Dr. PULI KISHORE KUMAR

Name of the Institution NIT ANDHRA PRADESH

Date 29/05/2025

Signature and Seal

Name of the Head of the Institution PROF. N. V. RAMANA RAO

Name of the Institution NIT ANDHRA PRADESH.

Date 29/05/2025

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