



UNIVERSITY OF HYDERABAD

Office of Post-Doctoral Affairs
Admin Building, Room No.225

No: UH/OPDA/2018 / 2404

May 15, 2018

Notice

The office of Post-doctoral affairs has included the following additional guidelines for the benefit of the Post-doctoral Researchers and all the Faculty members of the University for information.

1. **Completion of Fellowship / Resignation prior to completion:** The PDR is required to submit his / her letter of completion of fellowship / resignation letter prior to completion date duly forwarded by the Mentor, and the respective Departmental Head / Dean of the School to the office of the Post-doctoral Affairs and to the funding agency. The process may be initiated at least 3 weeks prior to the completion of the fellowship and the PDR should not leave the institute without completion of all the formalities, including submission of detailed technical report, financial formalities and No Dues certificate.
2. **Transfer of Equipments / Assets Purchased from the fellowship grant:** If the PDR secures a regular position in another institute, the transfer of Equipments and the remaining grant of the fellowship can be done only with the consent of the funding agency. Transfer of Equipments / Assets purchased from the fellowship grant are not to be allowed by the Mentor, Head of the department or Dean of the School upon completion of fellowship. The Mentor is responsible for verifying the records of the equipments purchased in the projects operated by the PDR. No dues certificate, Utilisation Certificate details must be produced before requesting for these transfers.
3. **Travel abroad and undertaking of foreign collaborations by PDRs:** Post-doctoral Researchers must obtain prior permission from the Higher authorities of the University before leaving the country and for attending International Conferences or training. They should also take prior approval from the competent authority before undertaking any collaboration with any foreign institute. Post-facto approval request will not be permitted. Financial support from the Host institute to meet travel and other expenses are not allowed, unless permitted by the respective funding agency. All rules prescribed by the funding agency will apply regarding utilisation of funds and salary claim.

These guidelines and regulations are being issued with approval of the competent authority and may be amended as needed

To

All PDRs & All Faculty members, UOH.

Professor In-charge 17/5/2018

PROFESSOR-IN-CHARGE
OFFICE OF POST DOCTORAL AFFAIRS
UNIVERSITY OF HYDERABAD
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