

GUIDELINES FOR

Emeritus Fellowship

DURING XI PLAN

(2007-2012)



UNIVERSITY GRANTS COMMISSION

BAHADUR SHAH ZAFAR MARG

NEW DELHI – 110 002

Website : www.ugc.ac.in



XI PLAN GUIDELINES

UNIVERSITY GRANTS COMMISSION

Emeritus Fellowship

1. Introduction

The University Grants Commission floated the Scheme of “**Emeritus Fellowship**” in order to provide an opportunity to the superannuated teachers of universities, colleges and institutions approved under Section 2(f) and 12(B) of the UGC Act who have been actively engaged in research and teaching programmes in the preceding years to undertake research, without any restriction of position or pay scales.

2. Objectives

To provide an opportunity to superannuated teachers of all recognized universities and colleges approved under UGC Act, to pursue active research in their respective field of specialization.

3. Target Group and Eligibility

Target Group- Highly qualified and experienced, superannuated or likely to be superannuated within 6 months, teachers of recognized universities/colleges/institutions.

Eligibility- The eligibility will be based on the quality of research and published work contributed by the teacher in his/her service career. The awardee (superannuated) can work under this scheme with a well defined time bound action plan upto the age of 70 years or upto two years (non-extendable) of the award whichever is earlier.

4. Nature of Assistance Available Under the Scheme

1. The number of slots available under the Scheme are 100 for Science streams and 100 for Humanities, Social Sciences and Languages (total 200 Slots) at any one given time basis. The assistance available under the scheme is :
2. Honorarium of Rs. 20,000/- p.m. from UGC. for two years (non-extendable)
3. Contingency grant (Non-lapsable) of Rs. 50,000/- p.a towards secretarial assistance, travel within the country connected with the research project, stationery, postage, consumables, books and journals and equipments. However

books and journals and equipments etc. procured out of the contingency grant will be the property of the university/college/institute.

4. Foreign visit in connection with the approved research work of the awardee will be limited to once in a year with the prior approval/no-objection of the Institution/University where the project work is being undertaken alongwith that of UGC. This will be further subject to no financial liability on the part of UGC.

The expenditure would be accounted for audit by the university department concerned like any other departmental expenditure. The Emeritus Fellow would be entitled to such other privileges including medical facilities as available to the university faculty members, but not housing.

5. **Procedure for Applying for the Scheme**

The eligible superannuated teachers in universities / institutions can apply any time throughout the year in the prescribed format for the Scheme. **(Annexure-I) They are required to send two of their best publications/research works with the application.** The application (two sets of the proposal) has to be routed through the Registrar/Principal of University/College, the applicant chooses to work with .

6. **Procedure for Approval by the UGC**

- i) Emeritus Fellowship is awarded on the basis of recommendation of the Expert Committee constituted by the Commission for the purpose. The applicant, should not be holding any other post or be gainfully employed anywhere at the time of joining the Emeritus Fellowship Award. The awardee is to join the award within one month from the issue of the award letter. No extension under the scheme is admissible and hence the proposal should be well defined with a time bound action plan so that it is completed within the prescribed tenure. The Emeritus Fellow may also take the Major Research Project provided that they will receive honorarium from one scheme only.
- ii) Preference will be given to Women/SC/ST/OBC (non-creamy-layer)/ Physically Handicapped and Minorities.

7. **Procedure for Release of Grants**

After receiving the joining report (in the prescribed proforma enclosed as **(Annexure II)** of the awardee alongwith required documents through the competent authority, of the University/Institute etc., the first instalment of the admissible grant is released by UGC. However, the second instalment is released only on receipt of Progress Report, Utilisation Certificate and Statement of Expenditure of the previous instalment of grant paid in the prescribed Proforma **(Annexure-III & Annexure IV)**.

An audited Utilisation Certificate is required from the Institution on completion of the award. However 10% of the allocated amount from the second year contingency grant

shall be released only on receipt of final report, Utilisation Certificate and Statement of Expenditure. (**Annexure III & Annexure IV**).

8. Procedure for Monitoring the Progress of the Scheme

An annual progress report of the work done shall be submitted by the awardee. It is expected that the awardee will ensure the completion of the project undertaken and submit a final report of the work together with a synopsis of the work done in 1000 words for reference and use. However, no extension is permissible beyond the total period of 2 years and the awardee ceases to be UGC, Emeritus Fellow immediately after expiry of the due date. Any claim/reference to this effect will not be acceptable to the Commission. In the final report, the Fellow must indicate the objectives set forth and objectives achieved alongwith the possible application of the research output and names of user Agency/Organization and Industry which can take advantage of the research outputs. The UGC may send the reports/output to the concerned agency for their comments and use, if any. The Fellow shall also mention in the research publication that the research has been sponsored by the UGC under Emeritus Fellowship.

9. Cancellation of Award

- Misconduct, including research piracy
- Unsatisfactory work
- Ineligibility of the candidate if noticed later



Annexure - I

APPLICATION FORM FOR EMERITUS FELLOWSHIP

PART-A

1. (i) Name.....
ii) Date of birth.....
iii) Qualification.....
iv) Designation.....
v) Date of superannuation.....
(To be filled up compulsorily otherwise the application will be summarily rejected)
vi) Extension of re-employment, if any.....
vii) Residential Address.....
viii) TelephoneFax
ix) Whether belong to Scheduled Caste/Scheduled Tribe/OBC/PH (write 1 for SC, 2 for ST, 3 for OBC 4 for PH):
(Tick the appropriate category and attach copy of the relevant certificate)
2. Name of the institution where the project will be undertaken
(a) Department.....
(b) University/college/institution.....
..... Affiliated to the university of
..... Telephone
..... Fax
3. (a) Whether the university/college/institution is approved under Section 12(b) of the UGC Act? Yes/No (Please Tick)
4. Curriculum vitae of the applicant

- (a) Research experience.....
- (b) Teaching experience.....
- (c) Details of research work.....

Year of award	University	Title of study
Research degree		
D.Litt./D.Sc.		

Any other research work undertaken (Please specify)

(d) Details of publication:

(i) No. of papers published.....

(ii) No. of papers accepted for publication.....

(iii) No. of books under publication..... (Please give detailed information on a separate sheet of paper and enclose the copies of your best two publications/research)

PART-B

1. Details of the proposed work

- (a) Subject.....
- (b) Title of the project (in block letters).....
- (c) Duration.....
- (d) Details of interdepartmental cooperation, if any.....

A synopsis of the project must be provided indicating:

- (1) The problem to be investigated
- (2) Objectives of the project
- (3) Hypothesis
- (4) Research design and methodology
- (5) Tools to be used in collection of data
- (6) Significance of the study
- (7) Its relevance to the present-day problems and needs of the society and the country
- (8) Its likely contribution to knowledge

Are you aware of any work done on the above project now or in the past, or on a similar project in any other institution in the country? If so, please attach a note indicating the present status of research in the area and the gaps that you now propose to cover. (Please indicate the serial number of the enclosures that give this information.)

.....
.....

2. Have you received support for the research project from the UGC under major or minor schemes or under university-level book writing schemes, or from any other agency? If so, please indicate

- (a) Name of the agency from which assistance was received
- (b) Sanction letter number, date under which the assistance was approved.....
- (c) Amount approved and utilised.....

(d) Title of the project for which assistance was approved.....

(e) In case the project was completed, whether the report on the project has been published/cyclostyled or if the candidate was working for a doctoral degree. Also, whether the thesis was submitted and accepted by the university for the award of degree

(A summary of the report/thesis in about 1000 words may please be attached with the application.)

(f) If the project has not been completed, please state the reasons

3. Have you submitted the present project or a similar project to the UGC under Emeritus Professor scheme or to any other agency? If so, please indicate the name of agencies and of their decision on the proposal. Is there any other information that you may like to give in support of this proposal, which may be helpful in evaluation.

4. Have you submitted the present project or a similar project to the UGC under Emeritus Professor scheme or to any other agency? If so, please indicate the name of agencies and of their decision on the proposal. Is there any other information that you may like to give in support of this proposal, which may be helpful in evaluation.

2. Providing Access to Persons with Disabilities

It has been felt that persons with disabilities need special arrangements in the environment for their mobility and independent functioning. It is also a fact that many institutes have architectural barriers that disabled persons find difficult for their day-to-day functioning. The universities and colleges under this scheme are expected to address this problem according to the Persons with Disabilities Act 1995, and ensure that all existing structures as well as future construction projects in their campuses are made disabled friendly. The institutes should create special facilities such as ramps, rails and special toilets, and make other necessary changes to suit the special needs of differently-abled persons. For this purpose, the UGC will make a one-time grant of up to Rs.5 lakh per university/college

Name & Signature of Applicant

(The applicant, if selected for the award, will be treated as ‘on duty’.)

Registrar/Principal/Director (Official seal)



Annexure II

**UNIVERSITY GRANTS COMMISSION
(Selection & Award Bureau)
South Campus, Delhi University
Benito Juarez Marg New Delhi-110021**

AWARD OF EMERITUS FELLOWSHIP

Joining Report

Name of awardee

Award letter number and date

This is to certify that..... has
joined the department of as
Emeritus Fellow under the above scheme of the University Grants Commission with
effect from.....(F.N/A.N). He/She will be provided with all
necessary facilities during his/her tenure. The terms and conditions of the offer are
acceptable to awardee. Also certified that he/she is not recipient of emoluments from any
other source after joining the Emeritus Fellowship, for the period ending
.....

Signature of Awardeee

**Head of Department
(Rubber stamp)**

**Registrar/Principal of University/College
(Rubber stamp)**



Annexure III

**UNIVERSITY GRANTS COMMISSION
(Selection & Award Bureau)
South Campus, Delhi University
Benito Juarez Marg New Delhi-110021**

Utilisation Certificate

Certified that the amount of Rs. _____ (Rupees _____) out of the Honorarium grant of Rs. _____ sanctioned vide Commission's letter No. F. _____ dated _____ in respect of Prof./Dr. _____ has been fully utilised for the purpose for which it was sanctioned, in accordance with the terms and conditions laid down by the University Grants Commission under the scheme of Emeritus Fellowship for the period _____ to _____. The balance amount of Rs. _____ has been carried forward/refunded vide demand draft no. _____ dated _____ for Rs. _____. If as a result of check or audit objection some irregularity is noticed at a later stage, action will be taken to refund, adjust or regularise the objected amount.

Signature of Awardee

Head of Department (Rubber stamp)

**Registrar/Principal of University/College
(Rubber stamp)**

N.B: For any correspondence in this regard, the Commission's letter number and date may please be quoted without fail.



Annexure IV

**UNIVERSITY GRANTS COMMISSION
Selection & Award Bureau
South Campus, Delhi University
Benito Juarez Marg New Delhi-110021**

**FORM FOR SUBMITTING ACCOUNTS OF CONTINGENCY GRANT
Utilisation Certificate**

1. Name of the Emeritus Fellow:
2. Sanction letter number and date:
3. Period to which the account of contingency grant relates:
4. Expenditure:
 - (a) Books and allied items:
 - (b) Typing (tracing and ammonia printing):
 - (c) Stationery:
 - (d) Postage:
 - (e) Travel and fieldwork:
 - (f) Chemical and electrical:

(Note: Please attach [item-wise, date wise] documents in support of column 4a to 4f separately.)

Certified that the expenditure of Rs. _____ Rupees _____
_____) out of the contingency grant of Rs. _____
sanctioned vide Commission's letter number _____, dated _____ in
respect of Prof. _____ has been utilised for the
purpose for which it was sanctioned in accordance with the terms and conditions laid
down by the University Grants Commission. If as a result of check or audit objection
some irregularity is noticed at a later stage, action will be taken to refund/adjust or
regularize the objected amount.

Signature of Awardee

**Head of Department
(Rubber stamp)**

**Registrar/Principal of University/College
(Rubber stamp)**

Proforma under the scheme of Emeritus Fellowship
(To be submitted in four copies)

- | | |
|--|--|
| 1. Name of the applicant : | 10. Address for correspondence : |
| 2. Department : | 11. Address of proposed Research Centre : |
| 3. Date of Birth : | |
| 4. Date of Retirement : | 12. Whether the proposed Research Centre has been covered under section 2(f) and 12(B) of UGC Act of 1956? : |
| 5. Male/Female : | |
| 6. Whether belongs to Gen./ SC/ST/OBC/Ph : | |
| 7. Field of specialisation : | |
| 8. Subject : | |
| 9. Proposed Research topic : | |

Sl. No.	Educational Qualification Degree onwards	Experience in year		No. of Research Publications/ Journals/Books		Whether any major/minor Research project is in hand?
		Teaching	Research			

The information given above is true to the best of my knowledge. Any information found incorrect in future I am liable to disqualification/legal action.

Signature of the Applicant

Date: