

For Reference Only

**GUIDELINES FOR SCHEME OF  
VISITING ASSOCIATESHIP DURING  
THE IX<sup>TH</sup> PLAN PERIOD**



**(SELECTION & AWARD BUREAU)**

**SOUTH CAMPUS : DELHI UNIVERSITY**

**BENITO JUAREZ MARG, NEW DELHI-110 021**

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**UNIVERSITY GRANTS COMMISSION  
(SELECTION & AWARD BUREAU)  
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## **UNIVERSITY GRANTS COMMISSION**

### **GUIDELINES FOR SCHEME OF VISITING ASSOCIATESHIP DURING THE IX<sup>TH</sup> PLAN PERIOD**

The University Grants Commission initiated in 1986 a scheme of Visiting Associateship to enable teachers of Universities and Colleges to visit institutions of advanced study and research for short periods with a view to keeping them abreast with the latest developments in their areas of interest. The UGC will pay the actual cost of travel of the visiting Associate from the parent institution to the host institute. The travel should be undertaken by rail or road and the maximum permissible is 2nd A.C. Sleeper or to which the awardee is normally entitled according to rules of his parent institution. Air fare is, however, not permissible.

Readers and Professors selected under the scheme will be paid an allowance of Rs. 100 per day and lecturers Rs. 75 per day. The total ceiling per associate will be Rs. 15,000/- for one year period in the case of lecturers and Rs. 25,000/- for Readers and Professors. Free accommodation should be provided by the host institute. The Commission will not reimburse any amount spent on accommodation.

Application are invited annually every March under the scheme. Teachers in Sciences, Humanities and Social Sciences, Engineering and Technology from universities and colleges recognised under section 2(f) and 12 (B) of UGC act. may apply. The number of slots will depend on the funds available from year to year.

#### **TERM OF VISITING ASSOCIATESHIP**

The term of Visiting Associateship will be two years during which the Visiting Associates will spend not less than 60 days in the host institution. The visits to the host institution may be spread over in two or five spells.

## **DURATION AND NUMBER OF VISITS**

Every Visiting Associate should undertake a minimum of one visit and a maximum of five visits during a year.

The duration of each visit should be not less than 10 days at a time. The associate should spend at least 30 days at the host institution in the first year. The continuance of the associateship for the second year will depend on his/her utilisation of the slot.

## **PAY PROTECTION**

The Visiting Associates should obtain prior concurrence of the parent institution that the period of his/her visit will be treated as 'on duty' with full pay and allowances.

## **PROCEDURE**

At the time of submission of the application, every applicant should provide a certificate from the host institution regarding willingness to accept his/her candidature for placement. The selected teacher can change the venue of work during the tenure of the associateship provided that adequate reasons are submitted to the UGC through the Head of the Department and routed through the Vice-Chancellor of his/her University

No extension beyond the tenure of two years is permissible

## VISITING ASSOCIATESHIP SCHEME

1. Name
2. Date of Birth
3. Present post & Main area of the subject interest
4. University/Institution where the teacher is working
5. Permanent Address
6. Academic Qualification (with class, percentage of marks obtained) if registered for Ph.D. state the topic of research).
7. Research experience
8. Number of papers published  
(Please attach a list)
9. Nature of research work & its importance in terms of contribution to knowledge
10. Name of the research project on which the teacher is presently working  
(please attach a brief summary)
11. University/Institution proposed to be visited (acceptance from the host instt to be attached).

12. Requirement of the projects & indicate how the place, at which the teacher want to work, fulfill these requirements.
13. Name of the Scientist/Scholar with whom the teacher desire to associate himself in connection with his proposed work and indicate if his consent has been obtained.
14. Have you previously visited other University/Institution either
15. Whether received any assistance from UGC under the scheme so far.

Signature of the Applicant

The Institution where the teacher is presently employed should indicate that the period of visit under the scheme will be treated as on duty with full pay, as normally drawn by him.

Recommendation of the  
Vice-Chancellor



## CERTIFICATE FROM HOST INSTITUTE

This is to certify that Dr. \_\_\_\_\_ if selected under the scheme of Visiting Associateship will be provided all facilities to pursue his work without any financial commitment on the part of the University. He will report to the department where he proposed to work.

(Head of the Institution)

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