



ज्ञान-विज्ञान विमुक्तये

UNIVERSITY GRANTS COMMISSION

GUIDELINES FOR PART-TIME RESEARCH ASSOCIATESHIP FOR WOMEN

1. INTRODUCTION

The Part-time Research Associateship scheme for women was part of the Research Associateship (full-time) programme of the UGC. This scheme was floated with the intention to provide opportunities to unemployed women with Ph.D. degrees, and with an aptitude for research, but unable to pursue the research work on regular basis due to personal or domestic circumstances.

2. OBJECTIVE

To provide opportunities to women with Ph.D. degrees and having the talent and competence for independent research work. Research may be taken up in any field of humanities and social sciences, including languages and engineering & technology.

3. TARGET GROUP & ELIGIBILITY **Target Group:** Unemployed women with Ph.D. degrees and an aptitude for research.

Eligibility:

- A Ph.D. degree is essential, with good academic record, preferably having independent research/published work.
- At least first-class master's degree with 55 per cent at graduate level.
- Age should not be more than 50 years as on 1 July of the year of the award.

4. NATURE OF ASSISTANCE AVAILABLE UNDER THE SCHEME

- The number of slots available under this Scheme are 100 per year.
- The tenure is five years non-extendable.
- No HRA is permissible under the scheme.

The assistance available under the scheme is:

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|------------------------------------|---|--|
| Associateship | @ 6,000/-p.m. (fixed) @ 8,000/-p.m.(fixed) | Candidates with fresh Ph.D. degrees Candidates having five years experience of research and on the recommendation of the expert committee |
| Contingency | @ Rs. 10,000/- p.a | Five years |
| Departmental assistance | 10% of the associateship to the host institution for providing infrastructure (stores, purchase, technical and clerical assistance, repair and supply of electricity, water, gas, etc.) | |
| Escort's/reader's allowance | @ Rs. 1,000/-p.m.(fixed) | For physically handicapped blind candidates |

Leave:

(a) The awardee shall be entitled to all leave as per the rules of the institution/university/college.

(b) In special cases, the Commission may allow leave without pay for a period not exceeding one year during the tenure of award on the recommendations of the supervisor and the head of the institution concerned. The period of leave without associateship will be counted towards the tenure of associateship. The candidates are eligible for maternity leave for a period of 135 days once during the tenure of their award with fellowship and such leave period will be in addition to the period of award.

5. PROCEDURE FOR APPLYING FOR THE SCHEME

The applications are invited by the UGC through an advertisement in leading national dailies, Employment News and AIU Newsletter in the prescribed format in the months of July-August every year. (Annexure I)

6. PROCEDURE FOR APPROVAL BY THE UGC

The applications received will be scrutinised by the screening committee. Later, the short listed candidates will be called to appear before the selection committee, constituted by the Commission. No TA/DA will be paid for appearing in the interview. The decision of the Commission will be final. The Commission reserves the right to withdraw/cancel the award without assigning any reason.

7. PROCEDURE FOR RELEASE OF GRANT BY UGC

On receipt of the Joining Report together with required documents, this office will release the admissible grant for the first year to the university/institution for disbursement to the associate. The selected candidates will have to join within 45 days from the date of the issue of the award letter. The joining report should be in UGC prescribed proforma (Annexure II). However, the grant for the following years of the award will be released on receipt of Utilisation Certificate and Statement of Expenditure only in the prescribed proforma (Annexures III, IV & V) for the last paid grant and the progress report of the research work ending in the month of June and December (Annexure VI).

8. PROCEDURE FOR MONITORING THE PROGRESS OF THE SCHEME

- The research associate shall submit, through the senior faculty member with whom she is working and the head of the department/university, a half-yearly report on the progress of her research work. On completion of the award she will submit to the Commission a comprehensive report and a copy of her published work, if any, and an abstract of the research work in about 500 words.
- If she wishes to leave the associateship before the end of the tenure, it should be done with prior approval of the Commission as per the requirements of the undertaking given by the associate. For appearing in any examination conducted by any university or public body, the prior approval of the Commission should be obtained.
- An annual progress report of the research work done by the associate may be examined by a departmental research committee constituted by the university/institute and recommendations/comments of the committee may be sent to this office for consideration. In case the progress of the work is found unsatisfactory, the award may be terminated by the Commission at any time during the tenure of the award. The decision of the Commission in this regard will be final.
- The associate shall not accept or hold any appointment, paid or otherwise, or receive any emoluments, salary, stipend, etc. from any other source during the tenure of the award.
- However, no extension is permissible beyond the total period five years, at the end of which period the awardee ceases to be a UGC part-time research associate with immediate effect. Any claim/reference to this effect will be illegal and the individual

may have to face disciplinary action for such an act.

9. CANCELLATION OF AWARD

The fellowship is liable to cancellation in case of

- Misconduct.
- Unsatisfactory progress of research work.
- Candidate is later found ineligible.

11. Proposed topic/s of research work to be undertaken during Part-time Associateship (detailed work plan/s to be attached):]

12. Name of university/department/institution in which affiliation is sought for Part-time Associateship

13. Whether SC/ST or physically handicapped (write 1 for SC, 2 for ST, 3 for PH, 4 for General):

14 Any other relevant information:

I certify that I am not in receipt of any other award/fellowship/scholarship and the above particulars are correct to the best of my knowledge and belief.

Signature of the Candidate

15. Certified that::

- (i) I recommend the candidate for the award and undertake to guide/supervise her for the research work. General facilities required such as laboratories, equipment, etc. are available in the department and will be provided to the applicant.
- (ii) No foreign exchange is required for taking up this project.
- (iii) This research proposal has not been submitted to any other agency for financial assistance.

Signature, Name & Designation of Supervisor

It is certified that the institution is recognised under the UGC Act (Section 2[f] 12[B] and the guide/senior faculty member is authorised by the university to supervise the research work. Necessary facilities are available and will be provided for the research work on the above topic during the tenure of the award.

**Signature & Name of the Head
Of the Department with Seal**

**Signature & Name of Registrar
Principal with Office Seal**



ANNEXURE II

UNIVERSITY GRANTS COMMISSION
SELECTION & AWARD BUREAU
SOUTH CAMPUS OF DELHI UNIVERSITY
BENITO JUAREZ MARG
NEW DELHI - 110 021

**PRO FORMA FOR JOINING REPORT UNDER THE SCHEME
OF PART-TIME RESEARCH ASSOCIATESHIP FOR WOMEN**

Name of awardee:

Award letter number and date:

This is to certify that has joined the Department of under the above scheme of the University Grants Commission with effect from (F.N./A.N). She will be provided with all necessary facilities during her tenure of award. The terms and conditions of the offer are acceptable to awardee. Also certified she is not a recipient of emoluments from any other source after joining the above award.

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| Signature of Awardee | Head of Department (Seal) | Registrar/Principal/Director (Seal of University/Institution) |
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ANNEXURE III

UNIVERSITY GRANTS COMMISSION
SELECTION & AWARD BUREAU
SOUTH CAMPUS OF DELHI UNIVERSITY
BENITO JUAREZ MARG
NEW DELHI - 110 021

UTILISATION CERTIFICATE

Certified that an amount of Rs. (Rupees)
sanctioned vide letter number dated.....released to in
respect of Dr..... as associateship contingency grant under the scheme of
Part-time Research Associateship for women has been utilised for the purpose for which it was sanctioned
in accordance with the terms and conditions laid down by the UGC. The balance amount of Rs.
..... has been carried forward/refunded vide demand draft
number.....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.

| | | |
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| Supervisor (Rubber Stamp) | Head of Department (Rubber Stamp) | Registrar/Principal (Rubber Stamp) |
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ANNEXURE IV

UNIVERSITY GRANTS COMMISSION
SELECTION & AWARD BUREAU
SOUTH CAMPUS OF DELHI UNIVERSITY
BENITO JUAREZ MARG
NEW DELHI - 110 021

**FORM FOR SUBMITTING ACCOUNTS OF CONTINGENCY GRANTS
AND THE UTILISATION CERTIFICATE**

1. Name of awardee:
2. Code number:
3. Name of the scheme under which she is working:
4. Period for which the account of contingency grant relates:
5. Expenditure From.....to.....
Amount Dates
 - (a) Books & allied items:
 - (b) Typing (tracing and ammonia printing):
 - (c) Stationery:
 - (d) Postage:
 - (e) Chemical & electrical goods:
 - (f) Travel/fieldwork:
6. Period for which the contingency grant is payable:

Certified that the expenditure of Rs.....(Rupees.....out of the contingency grant of Rs.....sanctioned vide Commission letter No.F.....dated.....in respect of.....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 regularise the objected amount.

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| Signature of Awardee | Head of Department (Seal) | Registrar/Principal/Director (Seal of University/Institution) |
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N.B.: For any correspondence in this regard, the Commission's letter number and date may please be quoted without fail.



ANNEXURE V

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

**FORM FOR SUBMITTING ACCOUNTS OF DEPARTMENTAL ASSISTANCE
AND UTILISATION CERTIFICATE**

1. Name of awardee:
2. Award letter number and date:
3. Name of the scheme under which she is working:
4. Period to which the accounts of contingency grant relates:
5. Expenditure: From.....to.....

Amount Dated

- (a) Stores:
 - (b) Purchases:
 - (c) Technical & clerical assistance:
 - (d) Repairs:
 - (e) Electricity for which Departmental Assistance is payable:
6. Period for which Departmental Assistance is payable:

Certified that the expenditure of Rs.out of Departmental Assistance of Rs.....sanctioned vide Commission letter No. F.....dated.....in respect ofhas 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 regularise the objected amount.

**Signature of Awardee Head of Department
(Seal)**

**Registrar/Principal/Director
(Seal of University/Institution)**

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



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ANNEXURE VI

UNIVERSITY GRANTS COMMISSION
(SELECTION & AWARD BUREAU)
SOUTH CAMPUS: DELHI UNIVERSITY
BENITO JUAREZ MARG
NEW DELHI - 110 021

PROGRESS REPORT FOR THE PERIOD ENDING JUNE/DECEMBER

1. Name of Research Associate:

2. Award letter number and date:

3. Topic of research:

4. Total number of working days during the period:

5. Number of days the Research Associate/JRF remained on leave (with dates)

(a) With associateship: Number of days:

From to

(b) Without associateship: Number of days:

Fromto

6. Number of days the Research Associate/JRF remained out of station for fieldwork/travel with dates and places visited:

(a) Number of days:

From:..... to:.....

(b) Places visited:

7. Number of days the Research Associate/JRF remained present at university/college:

8. Publications during the period under report (please enclose a reprint of each):

9. Teaching work done during the period under report:

(a) Number of periods taken per week at B.Sc., B.A. level:

(b) Number of periods taken per week at M.Sc., M.A. level:

10. Title of monograph written during the period under report:

11. A detailed account of the work done during the period
(a separate sheet may be attached for the purpose):

12. Comments of the supervisor on the progress of the research work
during the period under report:

Signature of Awardee

**Head of Department
(Seal)**

**Registrar/Principal/Director
(Seal of University/Institution)**

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