

EMERITUS FELLOWSHIP

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**UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI 110 002
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UNIVERSITY GRANTS COMMISSION

X PLAN GUIDELINES: EMERITUS FELLOWSHIP

INTRODUCTION

The University Grants Commission (UGC) 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 of the Universities /Institutions deemed Universities in the preceding years to undertake research, without any restriction of position or pay scales.

OBJECTIVE

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.

TARGET GROUP & ELIGIBILITY

Target Group- Highly qualified and experienced superannuated teachers of recognized universities/colleges approved under Section 2(f) and 12(B)of the UGC Act.

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.

NATURE OF ASSISTANCE AVAILABLE UNDER THE SCHEME

- The number of slots available under the Scheme is 100 at a given time. The assistance available under the Scheme is :
- Honorarium of **Rs. 10,000/- p.m.** from UGC.
- Contingency grant (Non-lapsable) of **Rs. 20,000/- p.a** towards secretarial assistance, travel within the country connected with the research project, stationery, postage, consumables, books and journals and equipment. However books and journals and equipment etc. procured out of the contingency grant will be the property of the university/college.

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.

PROCEDURE FOR APPLYING FOR THE SCHEME

The superannuated teacher 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 (four sets of the proposal) has to be routed through the Registrar/Principal of University/College, the applicant chooses to work with .

PROCEDURE FOR APPROVAL BY THE UGC

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. 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 .

PROCEDURE FOR RELEASE OF GRANTS BY THE UGC

After receiving the joining report (in the prescribed proforma enclosed as **(Annexure-II)** of the awardee alongwith required documents through the competent authority, 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. An audited

utilisation certificate is required from the Institution on completion of the award. However 15% 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 & IV**).

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 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 and the decision of the Commission will be final.

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.

CANCELLATION OF AWARD

The fellowship is liable to cancellation in case of :

- Misconduct, including research piracy
- Unsatisfactory work
- Candidate found ineligible later.

APPLICATION FORM FOR EMERITUS FELLOWSHIP

PART-A

1.
 - (i) Name
 - (ii) Date of birth
 - (iii) Qualification
 - (iv) Designation
 - (v) Date of superannuation
 - (vi) Address
 - (vii) Telephone Fax
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 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.

.....
.....

I certify that:

- (a) General physical facilities, such as furniture/space/etc. are available in the department/college.
- (b) I/we shall abide by the rules governing the scheme in case assistance is provided to me/us from the UGC for the above project.
- (c) I/we shall complete the project within the stipulated period. If I/we fail to do so and if the UGC is not satisfied with the progress of the research project, the Commission may terminate the project immediately and ask for the refund of the amount received by me/us.

Name & Signature of Applicant

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

Registrar/Principal/Director

(Official seal)

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, category.....
award, for the period ending.....

Signature of Awardeee	Head of Department (Rubber stamp)	Registrar/Principal of University/Institute (Rubber stamp)
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Utilisation Certificate

Certified that the amount of Rs. _____
(Rupees _____)
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. Out of the grant sanctioned in respect of Prof./ Dr. _____ as fellowship/contingency grant under the scheme of Emeritus Fellowship vide letter number F _____ dated _____ for the period _____ to _____. The balance amount of Rs. _____ has been carried forwarded/ refunded vide demand draft no. _____ dated _____ for Rs. _____

If as a result or 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 Awardeee	Head of Department (Rubber stamp)	Registrar/Principal of University/Institute (Rubber stamp)
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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.

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Annexure IV

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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 F _____,
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 or check or audit objection some irregularity is noticed at a later stage,
action will be take to refund/adjust or regularise the objected amount.

Signature of Awardeee	Head of Department (Rubber stamp)	Registrar/Principal of University/Institute (Rubber stamp)
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