

GUIDELINES

for

RESEARCH GRANT FOR IN-SERVICE FACULTY MEMBERS

(2022)



**UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI- 110 002**

1. Objective:

The purpose of the research grant is to provide opportunities to regularly appointed faculty members of Universities/ Institutes/ Colleges (hereinafter “Institutions”) to pursue research in their area(s).

2. Eligibility Criteria

- (i) Faculty members regularly appointed and working the following institutions are eligible to apply under the schemes:
 - Universities (including constituent and affiliated colleges/institutions) included under Section 2(f) of UGC Act, 1956 and having valid accreditation from NAAC.
 - Deemed to be Universities under Section 3 of the UGC Act 1956 and having valid accreditation from NAAC.
 - Institutions fully funded by Central or State Governments and empowered to award Degrees.
 - Institutions of National Importance.
- (ii) Age: up to 50 years. (Faculty above 50 years of age is not eligible to apply).
- (iii) The applicant should have a minimum 10 years of service left in the University from the date of submission of his / her application.
- (iv) The applicant must have successfully supervised Ph.D. dissertation of 5 full-time candidates
- (v) The applicant must have successfully completed at least 2 sponsored research projects funded by national / international government or private agencies.

3. Tenure and Slots

Tenure: 2 years.

Slots: 200 or as may be decided by the Commission

4. Financial Assistance:

- (i) The quantum of support under the scheme is Rs.10.00 Lakh.
- (ii) The grant can be utilized for purchasing items like minor equipment, consumables, contingencies, fieldwork, travel etc.
- (iii) The grant **cannot** be used for international travel, purchasing furniture items or for appointing project assistant or research fellow.

- (iv) The quantum of funds under these heads can be decided by the recipient depending on his / her needs.
- (v) The items / equipments purchased from this grant shall be property of the University.

5. Selection Process:

- (i) Online applications will be invited by the UGC for the Research Grant for in-service faculty members.
- (ii) The applications will be evaluated by minimum of three referees assigned by the UGC as per area of research proposed by the applicant.
- (iii) The evaluation includes the merit of the proposed project, the professional standing of candidate and the institution where the research is to be carried out.
- (iv) On the basis of score received from the referees, the final merit list will be generated. The result shall be declared on UGC website (www.ugc.ac.in).
- (v) Selected candidates can download their award letter through UGC website.
- (vi) The whole process would be akin to that employed for manuscript handling and evaluation by leading international journals and will be a paperless exercise. No interim queries will be entertained.
- (vii) The Commission reserves the right to withdraw/cancel the award of Research Grant without assigning any reason.

6. Activation of Grant

- a. The faculty member shall join / activate the Research Grant within 3 months from the date of issue of Award letter failing which the Research Grant will be treated as cancelled. In special circumstances with due approval of the competent authority, the joining period may be extended for a maximum period up to 6 months from the date of issue of award letter.
- b. The tenure of Research Grant shall commence from the release of first instalment of research grant.

7. Procedure for release of Grants:

The grant will be released in 3 installments to the university. Initially, 50% of the grant will be released on receipt of the joining report (**Annexure-I**). The next installment of 25% of the research grant shall be paid on submission of the utilization certificate (**Annexure-II**) of first installment. The final installment of 25% of the research grant shall be released on reimbursement basis on submitting the claims and utilization certificate of second installment. However, the tenure to utilize the whole grant shall be 2 years from the release of first installment of research grant.

Note: No extension is permissible beyond the total period two years, at the end of which period the research grant ceases with immediate effect. Any claim/reference to the expenditure incurred beyond the tenure of two years will be illegal.

8. Feedback:

- a. For every Fellowship/Scholarship/Research Grant scheme of UGC the beneficiary will have to submit a feedback in form of the report on the research work done on the webportal.
- b. After completion of the research work the Institution concerned shall submit the summary of the awardee's research work in the along with the research papers published.

9. Termination of Award

The Grant is liable to be terminated in case of:

- a) Misconduct.
- b) The awardee is found ineligible later.
- c) Any false/misleading information furnished by the awardee or any fraudulent activity by the Awardees shall lead to Penal action against him/her.
- d) Plagiarism or unethical practices.
- e) Any corrupt practices by the awardee.
- f) Violation of terms and conditions of the fellowship.

Before terminating/cancelling the Grant, the faculty member shall be given reasonable opportunity to defend himself/herself.

UNIVERSITY GRANTS COMMISSION
New Delhi-110002

JOINING REPORT

PHOTOGRAPH
OF SCHOLAR

Name of scholar: _____

Name of the Scheme: _____

UGC Ref. No.: _____

This is to certify that Mr./Ms _____ has joined the Department of _____, University/College/Institute _____ under the above mentioned scheme of University Grants Commission with effect from _____ (FN/AN). He/She will be provided with all necessary facilities during the tenure of award. The terms and conditions of the offer are acceptable to scholar. Also certified that he/she is not a recipient of emoluments from any other source after joining the above Fellowship.

Signature of scholar

Date:

Name:

Signature of Head of Department Date: Seal:	Signature of Head of Institution: Date: Seal:
Name:	Name:
	Designation:

**University Grants Commission
New Delhi - 110002**

UTILISATION CERTIFICATE

Certified that an amount of Rs. _____ (Rupees _____) has been utilized out of the sanctioned grant of Rs. _____ (Rupees _____) for the purpose for which it was sanctioned in accordance with the terms and conditions laid down by the UGC in respect of Prof./Dr. _____ under the scheme of _____, sanctioned vide letter number _____, dated _____ to the university/college/institute _____.

The unspent amount of Rs. _____ has been carried forward.

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 candidate:
Date:
Name:

Signature of Head of Department:	Signature of Head of Institution:
Date:	Date:
Seal:	Seal:
Name:	Name:
Designation:	Designation:

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

Annexure-III

Undertaking from the University/Institution

This is to certify that Prof./Dr. _____ is a permanent faculty of the Department of _____ of _____ University/Institution. His/Her date of retirement/superannuation from the university/institution is _____. He/She will be provided required laboratory, necessary infrastructure for carry out his/her research work during the sanction period of the **UGC-Research Grant for In-Service Faculty members.**

Forwarded by:

Signature of HoD

Signature of Registrar

Dated: