

GUIDELINES

for

FELLOWSHIP FOR SUPERANNUATED FACULTY MEMBERS

(2022)



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

1. Objective:

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

2. Eligibility Criteria

- (i) Faculty members at the level of Professors/Associate professors (who are going to superannuate within six months or already superannuated) from 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 67 years
- (iii) The applicant must have successfully supervised the Ph.D. dissertations of 10 full time candidates, 3 of whom having received their degrees during the preceding 10 years.
- (iv) The applicant must have handled, as Principal Investigator, at least 3 sponsored research projects funded by national / international agencies.
- (v) The applicant shall not hold any administrative responsibility during tenure of the fellowship which would be from the date of superannuation.
- (vi) The applicant and Institutions shall have to provide an undertaking in the application as per **Annexure-I**.

3. Tenure and Slots:

Tenure: 3 years or upto 70 years whichever is earlier.

Slots: 100 per annum or as may be decided by the Commission

4. Financial Assistance:

Fellowship: Rs. 50,000/- per month.

Contingency: Rs.50,000/- per annum

5. Selection Process:

- (i) Online applications will be invited by the UGC for the Fellowship for superannuated faculty members.
- (ii) Faculty members applying for this fellowship must upload the Undertaking as per Annexure-I in the online application.
- (iii) The applications will be evaluated by minimum of three referees assigned by the UGC as per area of research proposed by the applicant.
- (iv) 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.
- (v) 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).
- (vi) Selected candidates can download their award letter through UGC website.
- (vii) 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.
- (viii) The Commission reserves the right to withdraw/cancel the award of fellowship without assigning any reason.

6. Joining the Fellowship

- a. The fellow shall join / activate the fellowship within 3 months from the date of issue of Award letter or within 3 months from the date of superannuation whichever is later, failing which the fellowship 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 or date of superannuation whichever is later.
- b. The fellowship shall commence from the actual date of joining as a Fellow in the University /Institute.

7. Leave

All kinds of leave should be approved at the level of the University/Institution/College.

8. Procedure for release of Grants:

- a. The institution concerned shall check the details of applicant on UGC website before attempting to link the ID of the applicant and upload his/her required details on the scholarship payment portal along with a filled in verification form duly signed/countersigned by the applicant, the Head of Department and the Registrar of

University/Director of Institute. The 'UGC Canara Bank Scholarship Payment Portal' can be accessed at <https://scholarship.canarabank.in/>. The format of 'verification form' is given in the guidelines at **Annexure-II**.

The institutions are required to follow the following procedure:

- (i) Ensure that all the claims for fellowship and contingency are received and timely uploaded on scholarship payment portal on monthly basis.
 - (ii) Keep all the hard copies of documents related to candidates in its safe custody during the tenure of fellowship and at least five years after completion of research work by candidate.
- b. The user institutions, which are new to the scholarship payment portal, may go through the instructions tutorial available at the link https://ugc.ac.in/ugc_notices.aspx?id=2153.
 - c. The data of the applicant is required to be uploaded by a 'Maker' and approved by a 'Checker' who should be permanent officials of that institution concerned duly authorized by the Head of Institution to access the scholarship payment portal.
 - d. On the basis of the joining report of the fellow, the university/institution concerned will link the candidate's ID on scholarship web portal (<https://scholarship.canarabank.in/>) and linking will be approved by the UGC.
 - e. The fellowship shall be credited directly into the bank account of awardee through PFMS, subject to continuance of research work and submission of monthly confirmation certificates, by the fellow, to his/her institution during the first week of following/next month. The format for 'Monthly Confirmation Certificate' is given in the guidelines (**Annexure-III**).
 - f. The claim for contingency grant shall also be submitted to the institution in the prescribed format (**Annexure-IV**) as given in the guidelines.
 - g. Every claim submitted by the fellow, has to be checked, verified and uploaded, by the respective institution, on the payment portal on or before 15th of every month. Payments shall be generated by UGC only after the approval of uploaded data by the institution concerned on the payment portal. The institutions are solely responsible for genuineness of claim and correctness of data uploaded on the payment portal.
 - h. No extension is permissible beyond the total period three years, at the end of which period the fellow ceases to be a UGC fellow with immediate effect.

9. Norms for utilizing the Contingency Grant research grant:

- a. The contingency grant can be utilized for purchasing items like minor equipment, consumables, contingencies, travel etc.
- b. The grant cannot be used for international travel or purchase of furniture.
- c. The actual quantum of funds under these heads can be decided by the fellow depending on his / her needs.

10. Feedback:

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

11. Transfer of Research Place

Transfer of Research Place may be done by the approval of the UGC only once during the tenure of the fellowship on receipt of NOC from both the universities/institutions which has to be issued by the administrative head, i.e., Registrar/Director.

12. Resignation

If the fellow wishes to leave the fellowship before the end of the tenure, the information regarding relinquishment may be informed to the nodal officer/designated cell identified/established by the University/Institution for such purpose, i.e., fellowships/scholarships. Grant must be claimed only up to the date of relinquishment by the University/Institution.

Note: *For extension in joining, Change of work place, resignation, the candidate should apply to the UGC through the nodal officer/designated cell identified/established by the University/Institution for such purpose, i.e., fellowships/scholarships. The final decision in the matter will be taken by UGC.*

13. Termination of Award

The fellowship 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 fellowship, the fellow shall be given reasonable opportunity to defend himself/herself.

UNIVERSITY GRANTS COMMISSION
New Delhi-110002

UNDERTAKING

FORM

I/We declare and undertake as under:

- 1) General/Physical facilities, such as furniture/space etc. are available in the related research department of the University/College/Institute and the same will be provided for research.
- 2) I/We shall abide by the guidelines governing the scheme in case assistance is provided to me/us from the UGC for the above research.
- 3) I/We shall complete the research work within the stipulated period. If I/We fail to do so and if the UGC is not satisfied with the progress of research, the Commission may terminate the project immediately and seek refund of the amount received by me/us.
- 4) This is to certify that Prof./Dr. _____ is/was 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 and support for carry out his/her research work during the sanction period of the Fellowship for Superannuated Faculty members.

Signature of scholar
Date:
Name:
Date of Superannuation:

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

UNIVERSITY GRANTS COMMISSION
New Delhi-110002
VERIFICATION FORM/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	Signature of Head of Institution:
Date:	Date:
Seal:	Seal:
Name:	Name:
	Designation:

**University Grants Commission
New Delhi-110002**

MONTHLY CONFIRMATION CERTIFICATE FOR CLAIMING FELLOWSHIP

Name of the Scheme: _____

1	Claim for the month (with year)	
2	Name of Scholar:	
3	UGC Ref. No.:	
4	Date of joining:	
5	Amount of Monthly Fellowship:	

CERTIFIED THAT:

1. The scholar whose particulars are given above is a bonafide research scholar of this Institution and is pursuing research through regular mode in this institution.
2. Progress of his/her research work is good/satisfactory. He/She is doing original research work. Institution is satisfied with the progress of work done by him/her.
3. He/She is allowed to claim monthly fellowship for the month as mentioned above.
4. 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 scholar:
Date:
Name:

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

**University Grants Commission
New Delhi-110002**

CLAIM OF CONTINGENCY GRANT

1	Period of Claim (Months/year):	
2	Name of Scholar:	
3	UGC Ref. No.:	
4	Name of Scheme/Fellowship:	
5	Date of joining:	
6	Present Rate of Fellowship:	
7	Prescribed rate of Contingency per year (in rupees):	
8	Contingency already claimed during the year (in rupees)	
9	Balance contingency payable for the year (in rupees):	
10	Actual claim submitted by scholar:	
11	Actual amount of contingency payable/recommended now.	

CERTIFIED THAT:

1. The candidate whose particulars are given above is a bonafide research scholar of this Institution and was pursuing research through regular mode in this institution during the period mentioned above. Progress of his/her research work is good/satisfactory. He/She is allowed to claim Contingency grant as per amount mentioned in para 11 above.
2. It is certified that the bills/vouchers (books/ journals/ typing work/ stationery/ postage/ chemicals/ equipment/ travel/ field work) have been signed by scholar and verified by the Institution. The expenditure has been incurred towards research work only, assigned to the scholar.
3. 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 scholar:
Date:
Name:

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