

**GUIDELINES FOR
RESEARCH AWARDS
DURING XII PLAN
(2012-2017)**



**UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI – 110 002
Website : www.ugc.ac.in**



XII PLAN GUIDELINES

UNIVERSITY GRANTS COMMISSION

Research Awards

1. Introduction

Teachers who have a doctorate degree and have shown excellence in their fields are considered for the award. The **Research Award** is given to only those lecturers, senior lecturers, and selection-grade lecturers, readers and professors who are in continuous regular service in a recognized institution on permanent posts and are under 45 years of age at the time of submission of their application. In the case of Women, SC/ST/OBC (non-creamy layer)/ Physically Handicapped. Minorities the age limit shall be 50 years. The awardee will be eligible to avail of the Research Award only once.

2. Objectives

The objectives of the scheme are to provide opportunities to regularly appoint permanent teachers of universities/institutions to pursue research in their area(s) of specialization for a period of two years without undertaking any research guidance. A provision for extension of tenure of Research Award has been made for one year only on the recommendation of the subject experts in exceptional cases. The total numbers of **100 slots** are available under the scheme every alternate year.

In order to remain in touch with the latest developments in their respective areas of teaching and research, the awardees may take classes/teach in their place of work/institution of implementation of the Award, without any additional remuneration. This period of teaching is inclusive of the full tenure of the award.

3. Target Group/Eligibility

Regularly appointed permanent teachers who have a doctorate degree and have shown an aptitude for research may apply for the Award. They must have been published papers/articles in reputed/referred journals, and have made contributions to editorial boards, collaborative research nationally, internationally or with industries/national organizations and universities/institutions recognized under Sections 2(f) and 12(B) of the UGC Act. The applicant should possess a Ph.D degree.

Lecturers, senior lecturers, and selection-grade lecturers, readers and professors who are finally selected for the Award are eligible for taking classes marginally as already prescribed above. However, they are restricted from taking any other assignment paid/unpaid during their tenure.

4. Procedure for Applying for the Scheme

Applications are invited through on line mode every alternate year through advertisement in leading newspapers & employment news. Short notification is also uploaded in the UGC website.

5. Procedure for Approval by the UGC

The conferment of the Research Award will be based on the recommendations of an expert committee constituted by the UGC, which will also interview short listed candidates. The Commission reserves the right of canceling or withdrawing the Award without assigning any reason.

6. Pattern of Assistance Available Under the Scheme

The financial assistance available under the scheme is as follows:

- Full salary of the awardee with admissible allowances will be reimbursed to the institution where the awardee is undertaking research except the CPF/GPF contribution, as the same is to be borne by the parent institution.
- Research grant to meet expenditure on books and journals, chemicals and equipment for the entire period is as under: (i) Humanities and Social Sciences: Rs.2.00 lakh (ii) Sciences/Natural Sciences/Engineering and Technology: Rs.3.00 lakh
- The awardee, being on duty leave, will continue to earn normal increment and maintain his/her seniority in the parent university/institution.
- He/she will be entitled to holidays and all other privileges as per his/her entitlement in the university/institute, including facilities of staff quarters/medical assistance, etc. during the period of the award.
- Expenditure towards travel within the country in connection with research work has to be met out of the research grant only. No additional funds will be provided for this purpose.
- Foreign visit in connection with the approved research work of the awardee will be limited to once in a year with the prior approval/no-objection of the Institution/University where the project work is being undertaken along with that of UGC. This will be further subject to no financial liability on the part of UGC.

- The expenditure towards engagement of any project assistant duly selected by the Selection Committee constituted by the concerned University/College/Institute will have to be met out of research grant for a maximum amount of Rs.5000/-p.m. (consolidated) during the tenure of the award only. The tenure of the project assistant will be co-terminus with the Research Award.
- The Commission will not provide any grant towards the salary of the substitute, if appointed, in place of the awardee.

7. Procedure for Release of Grants by UGC

The Commission will release one-third of the total allocation of the research grant as the first installment and one year's salary and allowances as per entitlement of the awardee on the receipt of the joining report (**Annexure II**), through the concerned university/institute in favour of the scholar. The balance of the grant will be released equitably for the remaining period after receiving the statement of expenditure and utilization certificate (**Annexure III**).

Finally, an audited statement is to be obtained from the university/institute (temporarily that of a chartered accountant will be acceptable if it is a government college, and that of the statutory audit authority's should be made available later). Any claim submitted by the awardee should be forwarded by the concerned institution where the awardee is working.

8. Procedure for Monitoring the Progress of the scheme

The awardee shall submit a mid-term progress report (**Annexure IV**) of the research work through the head of department as well as the Registrar of the University/Principal of the college within 12 to 15 months from the commencement of the project. It will be considered by the expert committee of UGC for mid-term evaluation and correction required, if any. In case the research work is found unsatisfactory, the award will be discontinued. On completion of the award, one copy of the final report of the project should be submitted by the awardee through Head of department to the UGC along with an abstract. In the consolidated report, the awardee must outline the objectives set forth and objectives achieved, along with possible application of the research output and names of user agency/organization and industry that can take advantage of the research.

The awardee may also mention in the research publication that the research has been sponsored by the UGC under the Research Award Scheme. Copies of the final report will be retained in the library of the university/institution where the awardee has worked. However, no extension is permissible beyond the total period of two years, and the awardee ceases to be UGC Research Awardee immediately after expiry of the date. Any

claim/reference to this effect will be illegal and the individual may have to face disciplinary action.

9. Reservation

The Commission will provide 15% reservation for Scheduled Caste candidates, 7.5 % Scheduled Tribe candidates and 27% for OBC (non-creamy layer) candidates

10. Other Conditions

The change of the proposed place of research chosen by the awardee and mentioned in his/her application will not be permitted at a later stage. The awardee may use the research grant for travel in India as per university/college rules.

The maximum period of leave entitlement during two years is six months, which may be utilized for research and other academic activities in India. The awardee shall be entitled for salary during the leave period. The period spent on leave will be counted towards the total tenure of the award.

The awardee will decide the manner of Utilisation of the grant for the purchase of books, journals, stationery items and equipment (approved by the UGC expert committee) as necessary. The expenditure on the above items will be accounted for and audited by the auditors of the university/college as any other departmental expenditure. The books, journals and equipment purchased out of this grant will become the property of the department of the university on completion/termination of the Award.

The amount for purchase of equipment will be sanctioned in one installment. No import of any equipment is permissible out of the research grant. However, voluntary donation by any agency from abroad will be governed by Government of India rules with the prior permission of the UGC.

11. Cancellation of Award

The fellowship is liable to be cancelled in case of:

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



**UNIVERSITY GRANTS COMMISSION
(SELECTION & AWARDS BUREAU)
BAHADUR SHAH ZAFAR MARG,
NEW DELHI- 110002**

JOINING REPORT

(Research Award)

Name of Awardee:

Award letter number and date :

This is to certify that Mr./Ms. has joined the Department of..... under the above scheme of University Grants Commission with effect from..... (FN/AN). He/she will be provided with all necessary facilities during his/her tenure of award. Also certified that he/she is not a recipient of emoluments from any other source after joining the Award. The total amount due for first year w.e.f..... towards his/her estimated salary comes to Rs.

Signature

Name

Date :

Name of the Candidate

Signature

Name

Date :

Head of the Deptt.

Signature

Name

Date:

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



UNIVERSITY GRANTS COMMISSION
(SELECTION & AWARDS BUREAU)
BAHADUR SHAH ZAFAR MARG,
NEW DELHI- 110002

FORM FOR SUBMITTING ACCOUNTS OF CONTINGENCY GRANTS AND THE
UTILISATION CERTIFICATE

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

From:to.....

Amount

Dated

- (a) Research Staff
- (b) Books and allied items :
- (c) Typing (tracing and ammonia printing) :
- (d) Stationery :
- (e) Postage :
- (f) Chemical and electrical goods :

6. Period for which the contingency grant is payable :

Certified that the expenditure of Rs..... (Rupees.....
.....) out of the contingency grant of Rs.....
Rupees) sanctioned vide Commission letter
number dated.....in respect of..... has
been utilized 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 regularize the objected amount.**

Signature

Name

Date :

Name of the Candidate

Signature

Name

Date :

Head of the Deptt.

Signature

Name

Date:

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

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



**UNIVERSITY GRANTS COMMISSION
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NEW DELHI- 110002**

PROGRESS REPORT

1. Name of the Awardee:
2. Award letter number and date:
3. Topic of research work:
4. Is the Awardee working on the topic for the award of a doctorate degree (Yes/No)?
5. Total number of working days during the period:
6. Number of days the awardee remained on leave (with dates):
 - a. With Salary, number of days: from..... to.....
 - b. Without Salary, number of days: from..... to.....
7. Number of days the awardee remained out of station for fieldwork/travel, with dates and places visited:
 - a. Number of days
From..... To.....
 - b. Places visited.....
8. Number of days the awardee remained present at the University/Institution/ College:
9. Publications during the period under report (please enclose a reprint of each) :
Title of article/paper. :
10. Title of the 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):

Signature

Name

Date :

Name of the Candidate

Signature

Name

Date :

Head of the Deptt.

Signature

Name

Date:

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

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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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
Research Award, sanctioned vide letter number....., dated.....to
theThe unspent balance of Rs. has been
carried forward/refunded vide demand draft numberdated
..... 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 regularize the objected amount.**

Signature
Name
Date :
Name of the Candidate

Signature
Name
Date :
Head of the Deptt.

Signature
Name
Date:
Registrar/Director/Principal
(Seal of University/Institution/College)