

All India Council for Technical Education

The AICTE

The All India Council For Technical Education (AICTE) is a statutory body established by the Central Government through Act No. 52 of 1987 with a view to the proper planning and coordinated development of Technical Education (TE) system throughout the Country, promotion of qualitative improvement of Technical Education in relation to the planned quantitative growth and the regulation and proper maintenance of norms and standards in the Technical Education System and for matters connected therewith. Technical Education for the purpose of the Act includes the fields of Engineering, Technology, Architecture, Town Planning, Management, Pharmacy and Applied Arts & Crafts.

BUREAU OF CAREER DEVELOPMENT (CD BUREAU)

The Career Development activities of AICTE operated by CD Bureau are geared to ensure quality, relevance, excellence and equity in Technical Education through the technical teachers. The objectives envisaged are to support programmes aimed at promoting quality of teachers; to promote programmes that facilitate career and faculty development; to recognize and support meritorious teachers; to provide opportunities for upgradation of knowledge and skills of technical teachers and working professionals; to encourage research and development; and to formulate schemes for facilitating participation of women in Technical Education.

Following schemes are operated by the CD Bureau of AICTE:

1. Scheme of Travel Grant enables meritorious teachers to interact at International level in Conferences/Seminars/Symposium etc. Teachers from AICTE approved technical education institutions are eligible for this grant.
2. Scheme of Seminar Grant provides forum for interaction of academicians and working professionals and opportunity for sharing of innovations and inventions. AICTE approved technical education institutions are eligible for this grant. Professional bodies, Registered societies, National agencies are also eligible provided that the seminar is organized in collaboration with AICTE approved technical institutions/universities.
3. Scheme of Career Award for young teachers identifies young talented teachers for promoting their professional growth by enabling them to devote maximum time in research study with minimum teaching responsibility.
4. Emeritus Fellowship utilizes the services of highly qualified and experienced superannuated Professors at Technical Education Inst./Univ./Colleges in stimulating and achieving excellence in Technical Education.
5. Scheme of Faculty Development is intended to provide opportunities through AICTE approved Staff Colleges/Institutions for induction training to teachers employed in AICTE approved institutions in Engineering, Pharmacy, Management and Architecture disciplines to facilitate upgradation of knowledge and skill.
6. Scheme of Visiting Professorship is aimed at supplementing and providing expertise to the teaching/research in those areas in which the host institutions does not have the expertise. Eminent scholars holding the post of Professor shall be considered for appointment as Visiting Professor.

Detailed guidelines of the Scheme of Travel Grant are given in subsequent pages.

SCHEME OF EMERITUS FELLOWSHIP

1) GENERAL

- 1.1 The scheme of Emeritus Fellowship intends to utilize the services of highly qualified and experienced superannuated professors at Institutions/colleges/universities in stimulating and achieving excellence in Technical Education, i.e., Engineering & Technology, Architecture, Town Planning, Management, Pharmacy, Applied Arts and Crafts and other areas as per the AICTE Act.
- 1.2 There may be one hundred positions of Emeritus Fellowships at a time.

OBJECTIVE

1.3 The Fellowship is awarded for:

- (1) proposing, executing, guiding and monitoring of projects in technology and development centres of excellence, through project based development of an Institution, Laboratory, etc.
- (2) carrying out research & development in application areas of professional/technical education.
- (3) Developing of emerging sectors of knowledge/innovative schools of thought.
- (4) Generation of indigenous learning resource materials, manuals, state-of-the-art reports, monographs, reference-book, hand-books, standards, codes of practice, standards related monographs in respective fields of specialization particularly in areas of relevance to the activities of AICTE.
- (5) Apart from the above objectives, an Emeritus Fellow may adopt a developing institution located in a nearby area of host institution, where he/she will devote a part of his/her time (say 20% of the total time) for giving impetus to consultancy, research, redesigning of courses, industry-institute-interaction, formulation of research projects and also participating in teaching of those subjects for which expertise is not available in the adopted institution.

2). ELIGIBILITY

2.1 The person should be an acknowledged leader (expert) in the field of his/her specialization, who has been actively engaged in teaching/research & development/academic leadership in Technical Education.

3). TENURE

- 3.1 The Fellowship is tenable for a period of two years only or up to the age of 70 years, whichever is earlier.
- 3.2 On the recommendations of the Expert Committee, AICTE may extend the period of the Fellowship by one year. This extension will be given in highly deserving cases on the basis of a review and specific recommendations made by the Expert Committee.

4). FELLOWSHIP

4.1 The fellowship consists of (I) honorarium of Rs. 10,000/- p.m. to the Emeritus Fellow (EF) for the duration of his/her tenure, (ii) a contingent grant of Rs. 30,000/- per annum.

An additional grant of Rs. 50,000/- will be given to an Emeritus Fellow for adopting a developing institution under the scheme

Out of this additional grant Rs. 30,000/- will be used for inputs needed for various development activities undertaken by Emeritus Fellow in the adopted institution and Rs. 20,000/- for travelling, stay and contingencies.

The honorarium indicated above will be over and above any superannuation benefits he/she may be in receipt of.

5). PROCEDURE FOR APPLICATION

- 5.1 Proposals under Emeritus Fellowship Scheme be made in the prescribed proform (Annexure-I) at any time during the year to Career Development (CD) Bureau of AICTE through the Executive Head of the Institution where the candidate wishes to carry out the proposed work, duly certified that the core facilities are available and will be provided to the candidate to work on the proposed scheme and the Department/institution will discharge all its obligations particularly in respect of optimum utilisation of the given grant.
- 5.2 The important and significant consideration governing the selection of a candidate for Emeritus Fellowship will be the level and standing of contributions made by the candidate in his/her field of specialisation, honours and awards received especially during the last 5 years prior to his/her retirement.

6). OPERATION OF THE SCHEME

- 6.1 An Expert Committee constituted by AICTE will consider the proposals for recommendation of the grants for approval. Application will be considered twice a year.
- 6.2 The proposals will be shortlisted by a Screening Committee and then will be placed before an Expert Committee for consideration at its meeting.
- 6.3 The candidates for the Emeritus Fellowship and the host institutions are intimated immediately after the approval of the competent authority of the Council. The quantum of the grant approved in the form of honorarium and contingency to the Fellow will be communicated through an offer letter alongwith the terms and conditions governing the scheme.
- 6.4 The offer of Emeritus Fellowship will be valid for six months from the date of issue of the offer letter or the date of superannuation whichever is later. In case the Emeritus Fellow does not join within six months, or three months after superannuation whichever is later, the offer will be deemed cancelled and withdrawn. If an Emeritus Fellow accepts any other fellowship, assignment, honorarium or employment during the tenure of the fellowship, his/her sanction will be deemed withdrawn. No lien will be allowed. The Fellow can apply again, if he/she wishes to pursue research at a later state.
- 6.5 Following documents need to be provided to AICTE immediately after the receipt of the letter of offer for the Fellowship: (I) Letter of acceptance and (ii) proposed date of commencement. Only on receipt of the above documents, the Council will sanction the fellowship grant.
- 6.6 Emeritus Fellowship commences from the date when the Emeritus Fellow starts drawing honorarium.
- 6.7 For adoption of a developing institution, Emeritus Fellow will select an institution located nearby the host Institution and obtain a letter of concurrence from the Head of the Institution.

Emeritus Fellow, in consultation with the Head of the Institution adopted, will prepare an outline of the work plan.
- 6.8 Change of host institution is usually not allowed. However, a change may be permitted by AICTE only in special circumstances.
- 6.9 An Emeritus Fellow may avail himself of 45 days leave in a year with honorarium. Leave will be sanctioned by the host institution.

7). OPERATION OF FUNDS

7.1 AICTE funds are placed at the disposal and control of the host institution which is entrusted with the accountability of grants.

The quantum of financial assistance to each sanctioned scheme is mentioned in the letter of original sanction and renewal sanction. Grants are released in one or two installments for each fiscal year.

The first installment of the grant is sanctioned on receipt of the letter of acceptance and the proposed data of commencement. The second/subsequent installment of the grant shall be released on receipt of the statement of expenditure and utilisation certificate as stated below:

- (A) The statement of expenditure and utilization certificate should be certified by the Accounts Officer and countersigned by the Finance Officer, Registrar/Administrator of the University/Institute and submitted to AICTE within one month of completion of financial year.
- (B) An audited statement of expenditure and utilization certificate duly certified by the statutory audit authority of the Institution should also be sent in due course.
- (C) Any unspent balance, lying with the Institution, due to termination/resignation of the Fellow should be refunded to AICTE immediately by a demand draft drawn in favour of The Member Secretary, AICTE, Indira Gandhi Sports Complex, I.P. Estate, New Delhi – 110002.
- (D) The host University/Institution must maintain separate accounts for the Scheme on the ledgertype system (Annexure-II).
- (E) The host Institution shall allow the Council or its nominee to check/verify the accounts to satisfy that the funds have been utilised for the purpose for which they were sanctioned.

USES OF CONTINGENT GRANT

The contingent grant may be utilized for secretarial assistance, tours undertaken as an essential part of proposed work, purchase of books and journals not available in the institution, postage, special consumables or other materials essentially required for the work, and availing the services of technician/attendant.

FEEDBACK FROM EMERITUS FELLOW

8) The contingent grant may be utilized for secretarial assistance, tours undertaken as an essential part of proposed work, purchase of books and journals not available in the institution, postage, special consumables or other materials essentially required for the work, and availing the services of technician/attendant.

9). FEEDBACK FROM EMERITUS FELLOW

9.1 The scheme of Emeritus Fellowship provides for submission of feedback at the end of the first year and tenure in order to know the progress of the work and find out how best the scheme can be operated keeping in view the objective of the scheme.

- (A) Annual Feedback: The Emeritus Fellow will submit a feedback of his work in the format prescribed by AICTE, at the end of the first year. (Annexure-III)
- (B) Final Feedback: Emeritus Fellow is required to submit a Final Feedback to AICTE for the entire duration, in the prescribed proforma at the end of tenure. The feedback should include detailed information about (a) the original objective(s) of the scheme, (b) how far these objective(s) have been achieved, and (c) how the results have benefited the country's technological development or enriched the existing knowledge on the subject. Copies of manuscripts, preprints or reprints of

papers arising from the work completed under the Scheme should be attached to the Final Feedback. (Annexure – IV)

9.2 The host institution is also required to submit a Feedback detailing the benefits accrued to the institution from the Emeritus Fellow, in the prescribed proforma at the end of the tenure. (Annexure-V).

10). Emeritus Fellows are encouraged to publish the results of research work carried out.

11). SPONSORED AND CONSULTANCY WORK

An Emeritus Fellow is allowed by the AICTE to take up sponsored research and consultancy work within the framework of the rules and regulations of the Host Institution.

12). OBLIGATIONS OF THE EMERITUS FELLOW

The following are the obligations of the Emeritus Fellow:

(A) The sanctioned Scheme must commence within 3 months after superannuation and within six months from the date of the offer letter unless otherwise authorized by AICTE, failing which the scheme will be treated as withdrawn.

(B) The feedback to AICTE should be submitted at the end of the first year and at the end of tenure.

(C) The support given by AICTE should be acknowledged in all the publications arising from the work done under the Scheme.

(D) The Final Feedback should be submitted within 3 months of completion of the Fellowship.

13). OBLIGATION OF THE HOST INSTITUTION

The Emeritus Fellow may take steps to ensure that the audited utilization certificate and audited statement of accounts for the grants be submitted and refund of unspent amount from the grants, to AICTE be arranged immediately on termination of the Fellowship.

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

Application For Support Under the Scheme of Emeritus Fellowship

(3 Copies of the proposal to be submitted)

SECTION A : GENERAL

1. Name of the applicant
2. Address
 - (a) Institution from where superannuating
 - (b) Mailing
3. Date of Birth
4. Date of Superannuation
5. Title of the Proposal
6. Broad Area/Field Classification
7. Name & Address of Five Experts actively engaged in general area of your proposed work in India
8. Place where the applicant intends to work
9. Brief Statement (less than 50 words) of the purpose/importance of the proposed work
10. Likely impact of proposed Work (in 100 words)
 - (a) Benefits to the technological development of the Country
 - (b) Enrichment to the existing knowledge on the subject
 - (c) Development of the neighbouring institution to be adopted by the applicant

12. Publication

I. Total Publication Profile

(a) Number of Papers Published in referred Journals

- (i) In India
- (ii) Abroad

(b) Number of papers presented in the Conferences/Seminars/Workshop

- (i) In India
- (ii) Abroad

II. Publication Profile of the last five years

(a) Number of papers published in referred journals

- (i) In India
- (ii) Abroad

(b) Number of papers presented in the Conference/Seminars/Workshop

- (i) In India
- (ii) Abroad

III. Books

IV. Patents

13. Research Projects Coordinated and the name of sponsoring body.

14. Doctoral (Ph.D.) theses supervised

- (a) Total number of Doctoral Theses
- (b) Number of Doctoral Theses during last 20 years

15. Any other relevant information.

SECTION C: DETAILED PLAN OF WORK

1. Title of the proposed work
2. Summary of the proposed work
3. Detailed work plan
4. a. Name and address of the institution where the applicant intends to work
b. Whether the institution is AICTE approved Yes/No
5. Institutional facilities

Whether facilities/equipment etc. necessary for the proposed work are already available in the Host University/Institute
Yes/No
6. Whether the institution has agreed to extend facilities to carry out the work (Attach copy of letter from executive authority granting the permission).

SECTION D: CERTIFICATE

1. I certify that
 - a. The details given in Sections A, B, and C, are true to best of my knowledge.
 - b. The funds received shall be utilized for the purpose for which they are requested and sanctioned.
 - c. I shall abide by the terms and conditions laid down by the Council during the tenure of the Fellowship.

Signature of the Candidate

2. I certify that
 - a. The details given by the applicant under Sections A, B and C are true to the best of my knowledge
 - b. If any information is found to be incorrect on a later date and time, entire money shall be reimbursed to the Council.
 - c. The funds received shall be utilized for the purpose for which they are requested and sanctioned.
 - d. The institute has no objection to the candidature of _____ for Emeritus Fellowship and it shall abide by the terms and conditions laid down by the Council.

Signature
(Head of the Institution)

Name

Address

Date

Office Seal

**ALL INDIA COUNCIL FOR TECHNICAL EDUCATION
BUREAU OF CAREER DEVELOPMENT**

SCHEME OF EMERITUS FELLOWSHIP

SCREENING COVERSHEET

1. a) Name & Present Address of the Applicant
b) Designation at the time of superannuation
2. a) Date of Birth
b) Age as on January 1st, 1999
3. Place of Work
4. Whether no objection certificate from Institution where intending to work is submitted?

Yes	No
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5. Highest Academic Qualification
6. Area of proposed work
7. Publication Details : -

I. Total Publication Profile

- (a) Number of Papers Published in referred journals

- (i) In India
- (ii) Abroad

- (b) Number of papers presented in the Conferences/Seminars/Workshops

- (i) In India
- (ii) Abroad

II. Publication Profile of the last five years

- (a) Number of Papers Published in referred Journals

- (i) In India
- (ii) Abroad

- (b) Number of papers presented in the Conferences/Seminars/Workshops

- (i) In India
- (ii) Abroad

III. Books

IV. Patents

8. Ph.D. Theses Guidance
 - (a) Total number of doctoral theses guided
 - (b) Number of doctoral theses guided during last 10 years.
9. Proposed Work Plan (100 words)
10. Impact of Proposed Work (50 words)
11. Bureau Remarks
12. Expert Committee Recommendation

**AICTE Emeritus Fellowship
(Feedback to AICTE on Completion of One Year)**

1. Name of the Emeritus Fellow and the address of the host Institution
2. AICTE Letter of offer of fellowship, No. and date
3. AICTE Sanction Letter, No. and Date
4. Date of Joining the Fellowship
5. Title of Research Work
6. Particulars of work done (in 100 words)
7. Future Plan of work (in 50 words)
8. Number of Master's /Doctoral theses being supervised by the fellow during the period of Fellowship
9. Number of Papers/Books published/accepted for publication/ presented in National/International Conferences/Seminars. During the period of Fellowship
10. Honors/Awards received. During the period of Fellowship
11. Other major research projects coordinated during the period of Fellowship

Signature of Fellow

Date:

**AICTE Emeritus Fellowship
(Feedback to AICTE on Completion of Tenure)**

1. Name of the Emeritus Fellow and the address of the host Institution
2. AICTE Letter of offer of fellowship, No. and date
3. AICTE Sanction Letter, No. and Date
4. Date of Joining the Fellowship
5. Title of Research Work
6. Particulars of work done
7. Number of Master's /Doctoral theses being supervised by the fellow during the period of Fellowship
8. Number of Papers/Books published/accepted for publication/ presented in National/International Conferences/Seminars. During the period of Fellowship
9. Honors/Awards received. During the period of Fellowship
10. Other major research projects coordinated during the period of Fellowship
11. Impact of work done by Emeritus Fellow : (in 100 words)

Signature of Fellow

Date:

Note: Details of column 6 to 11 may be given in separate annexures.

**AICTE Emeritus Fellowship
Proforma of feedback from Institution
(To be filled by the Executive Head of the host Institution)**

1. Name of the Emeritus Fellow
2. Date of Joining
3. Title of proposed work
4. Contribution to Institution activities. (Please tick appropriate ones and give particulars on separate sheets.)

Teaching courses at UG/PG Level.

Training/Guidance of the Teacher/other faculty members.

Contribution towards laboratory development

Contribution in industrial field/consultancy projects.

Participation in Conferences/Workshops/Seminar/Symposia/Courses.

Organising Conferences/Workshops/Symposia/Courses.

Innovations in teaching, development of course material.

Participation in and contribution to development activities.

Coordination of research projects at regional/national level.

Any other activities.

5. Other benefits accrued to the institution due to the fellowship

**Name and Signature of the
Executive Head of the Host Inst.
Date:**