

# Research Fellowship Programme Guidelines

## (Revised)

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### Fellowship Requirements

#### *Submission of monograph*

- At the end of the fellowship period, the Fellow shall submit a monograph based on the research project. The monograph will be published by the Academy subject to its quality, which would be assessed by an independent referee nominated by the Academy. Copyright of the monograph will vest in LBSNAA.
- Research should preferably be based on secondary sources.
- There will be a quarterly presentation of the progress before the Academic Council of the Academy. Continuation of the fellowship will be subject to satisfactory progress. Fellows can simultaneously pursue other academic/professional assignments as long as these do not interfere with the research work of the fellowship.
- LBSNAA will have full rights to use the contents of the monograph submitted by the Research Fellow for academic/ training purpose.

#### *Enriching the academic environment of LBSNAA*

- Fellows would be expected to contribute to the academic environment of the academy by their involvement in the Academic Council and assisting in the design and delivery of training programmes, workshops and conferences organized by the Academy.

### Terms of Fellowship

#### *Entitlements*

**Fellowship:** Fellows will be entitled to a monthly payment as per the following categories:

- Rs. 75,000 (lumpsum) for other than retired civil servants, in case they are not drawing salary for the period from any other source. A certificate to this effect would be required to be furnished by the Fellow.
- Gross emoluments at the time of retirement minus pension for retired civil servants.
- Serving civil servants on study or other kind of leave will draw salary from their parent department or in case they are on leave without pay, they will have pay protection up to Rs. 75,000/-.

### ***Accommodation:***

Academy will provide furnished studio apartment (with parking facilities) on campus to Fellows on the payment of a license fee as may be decided by the Director.

### ***Absence from Headquarters:***

- Residence on campus will be necessary.
- Absence from headquarters on account of leave will be allowed up to two days for every completed month of Fellowship. In addition, the Fellows will also be entitled to leave headquarters for a total period not exceeding forty-five days (45 days), inclusive of weekends and holidays during a year. This will be with the prior approval of the Director. However, any period of long absence will be treated as leave without pay.
- Fellows will be required to obtain the Director's approval for leave and absence from headquarters.
- In the event of the Fellowship period being less than a year, this will be admissible on a *pro rata* basis.
- An account of their leave and absence (from headquarters) shall be maintained by the Administration Section of the Academy.

### ***Travel Expenses:***

- Travelling Allowance/ Daily Allowance and use of staff car/ Academy taxi will be admissible only in case travel is undertaken at the behest of the Academy with the approval of the Director.
- For this purpose, the entitlement/s of a Professor of the Academy would be applicable.

### ***Office, Internet and Library access:***

- Fellows will also be provided with suitable study area/workstation.

- They will have free access to internet and Library for research purposes and will have the same entitlement to the use of the Library as is available to the Academy faculty.
- For reference purposes, they may procure any reading material, i.e. books and academic journals relevant to their topic of research through the Library. These will be inventorized by the Library and will be the property of the Library.

***Stationary and Administrative Expenses:***

- Stationary and photocopying facility will be provided to a limited extent, in furtherance of the research project.
- Fellows would not be entitled to use of Academy telephone for local/ outstation calls, except in the event of calls being made for official purposes.

***Medical facilities:***

- Fellows will have access to medical facilities available on the Academy Campus. This includes OPD, medicines and investigations.
- The Academy will not bear the cost of referrals to specialists or hospitalization/ indoor treatment.

***Other facilities:***

Fellows would be entitled to all the recreational and sports facilities of the Academy on the same terms and conditions as the rest of the Academy faculty.