

FELLOWSHIP RULES AND REGULATIONS

South Asian Institute for Advanced Research and Development (SAIARD)

1. Purpose of the Fellowship

The Fellowship Programme of SAIARD is designed to promote **academic excellence, applied research, innovation, policy engagement, capacity building, and international collaboration** in areas aligned with the mission and objectives of SAIARD. The Fellowship is an **honorary and professional association**, not constituting employment unless explicitly stated through a separate contract.

2. Categories of Fellowship

SAIARD may confer Fellowships (to both National and International candidates) under the following categories:

- **Associate Fellow**
- **Senior Fellow**
- **Honorary Fellow**

The nature, duration, and scope of engagement may vary based on the category.

3. Eligibility

Fellowship may be awarded to individuals who:

- Possess demonstrated expertise in **academia, research, industry, governance, policy, innovation, or social development**
- Share the **vision, values, and ethical standards** of SAIARD
- Are capable of contributing to SAIARD's activities at national or international levels

SAIARD reserves the right to approve or reject any application or nomination without assigning reasons.

4. Nature of Fellowship

1. The Fellowship is **non-transferable and non-hereditary**.
2. Fellowship does **not automatically entitle** the Fellow to:
 - Employment
 - Salary or honorarium
 - Decision-making authority
 - Financial powers
3. Any remuneration, consultancy, or project-based engagement must be governed by a **separate written agreement**.

5. Tenure of Fellowship

1. Initially this Fellowship will be provided for the 1(One) year and thereafter it will be extended for the next 3 (Three) years and it will be continued in the same manner
2. Continuation is subject to:
 - Performance
 - Compliance with rules

SAIARD reserves the right to **review, renew, suspend, or terminate** the Fellowship.

6. Roles and Responsibilities of Fellows

Fellows are expected to:

- Contribute to **research, publications, advisory roles, mentoring, events, or policy inputs**
- Uphold SAIARD's **academic credibility and institutional reputation**
- Act in a manner consistent with **professional ethics and integrity**
- Submit **activity plans, progress updates, or reports** when requested

7. Representation of SAIARD

1. Fellows may represent SAIARD **only within the scope explicitly approved** by SAIARD.
2. Any representation at:
 - Conferences
 - Academic forums
 - Government or international bodies
 - Media or public platformsmust be **aligned with approved roles and communications**.
3. International Fellows may assist in:
 - Establishing regional or country chapters
 - Facilitating collaborations**only with prior written consent** from SAIARD.

8. Prior Approval and Institutional Coordination

1. All activities proposed under the SAIARD name must:
 - Be communicated in advance
 - Receive **written approval** from SAIARD authority
2. Fellows must remain **formally attached to and guided by SAIARD headquarters or designated authority**.
3. Independent or unilateral actions in SAIARD's name are **not permitted**.

9. Financial and Monetary Regulations

1. Fellows **do not have financial authority** by default.
2. Fellows are **strictly prohibited** from:
 - Requesting funds, donations, grants, or sponsorships
 - Collecting money or financial commitments
 - Opening accounts or signing financial documents**without explicit written authorization** from SAIARD.

3. Any approved financial activity must:
 - Follow SAIARD's financial policies
 - Be fully transparent and auditable

Violation of financial rules will attract **immediate disciplinary action**

10. Intellectual Property Rights (IPR)

1. Any research output, concept, report, or product developed:
 - Under SAIARD affiliation, or
 - Using SAIARD resourcesshall follow SAIARD's **IPR policy**.
2. Joint ownership may apply where applicable, subject to written agreements.
3. Fellows must acknowledge SAIARD affiliation accurately in publications.

11. Code of Conduct

Fellows shall:

- Maintain **academic honesty and professional conduct**
- Avoid conflicts of interest
- Refrain from activities that may harm SAIARD's reputation
- Respect confidentiality of internal documents and discussions

12. Use of Name, Logo, and Branding

1. Use of SAIARD's:
 - Name
 - Logo
 - Letterhead
 - Digital or social media identityrequires **prior authorization**.
2. Unauthorized usage is strictly prohibited.

13. International Fellows – Additional Provisions

1. International Fellows must:
 - Comply with laws of their resident country and India
 - Respect international collaboration protocols
2. Any MoU, partnership, or institutional linkage must be routed through SAIARD authority.
3. Country or regional chapters operate **under SAIARD's central governance framework**.

14. Review, Suspension, and Termination

1. SAIARD may suspend or terminate Fellowship if:
 - Rules are violated
 - Activities are misrepresented

- Institutional trust is breached
- 2. Termination may occur **without prior notice** in serious cases.
- 3. Upon termination, the Fellow must:
 - Cease using SAIARD affiliation
 - Return any official documents or materials

15. Amendment of Rules

SAIARD reserves the right to **amend, modify, or update** these rules and regulations at any time. Updated versions shall be binding upon all Fellows.

16. Governing Law and Jurisdiction

These rules shall be governed by the **laws of India**, and any dispute shall fall under the jurisdiction of **competent courts in India**, unless otherwise specified.

Annual Institutional Contribution/Support

SAIARD does not charge any fee for the award or continuation of Fellowship. However, Fellows are invited to make an **Annual Institutional Support/Contribution, of ₹5,000 per annum**, towards the research, development, and academic activities of SAIARD. Such contribution is supportive and non-conditional in nature and shall not confer any financial authority, decision-making power, or special privilege, nor shall non-contribution alone be a ground for denial or termination of Fellowship.

- The Annual Contribution is **not a fee for granting or holding Fellowship**.
- The Fellowship of SAIARD is conferred **purely on merit, institutional discretion, and alignment with SAIARD's vision and mission**.
- The contribution is **supportive in nature** and intended solely for **Research & Development (R&D) and academic purposes**.
- The suggested Annual Institutional Contribution is **₹5,000 (Rupees Five Thousand only)** per Fellow, per year for both national and international fellows.
- **Except Indian currency SAIARD does not accept any foreign currency**.
- All contributions collected under this policy shall be utilized exclusively for: Research and development activities, Academic publications and policy briefs, Knowledge platforms and digital infrastructure, Conferences, seminars, workshops, and outreach programs, Capacity-building and training initiatives etc.
- Contributions shall be received **only by SAIARD through its official bank account and only through the mode of NEFT/RTGS/Cheque (No cash payment is accepted)**.

Bank Details:

Bank – State Bank of India
Beneficiary- SAIARD
Account no.- 38377901244
IFSC- SBIN001662
Branch—Baghajatin Station Road Branch

- No Fellow or third party is authorized to **collect or solicit contributions** on behalf of SAIARD.
- Official receipts shall be issued for all contributions.
- Contributions are **non-refundable** once received.

Declaration

Acceptance of the Fellowship implies full understanding and unconditional acceptance of the above rules and regulations.

“The SAIARD Fellowship is granted purely on merit and institutional discretion. No mandatory fee is charged for the award or continuation of Fellowship. Any contribution to SAIARD is purely voluntary and shall not influence selection, privileges, or responsibilities. Under no circumstances shall the Annual Institutional Contribution be construed as consideration for the grant of Fellowship, designation, representation rights, or institutional authority.”

APPLICATION AND SELECTION PROCESS

Step 1: Expression of Interest / Nomination

Interested candidates may apply by submitting an **Expression of Interest (EOI)** or may be **nominated** by an existing Fellow, academic institution, or professional body associated with SAIARD.

Step 2: Submission of Application

Applicants are required to submit a **completed Fellowship Application Form** along with:

- Updated Curriculum Vitae (CV)
- Brief Statement of Purpose outlining proposed intellectual contribution
- Valid Identity Proof (Aadhaar/Passport)

- Any supporting documents, if applicable

Submission of Application at saiardkolkata@gmail.com

Step 3: Preliminary Scrutiny

The submitted applications are reviewed by the **SAIARD Secretariat** to verify eligibility, completeness of documents, and alignment with the vision and mission of SAIARD.

Step 4: Evaluation

Eligible applications are placed before the authority, which assesses the candidate's academic, professional, or policy contributions, expertise, and potential value addition to SAIARD.

Step 5: Interaction / Clarification (If Required)

SAIARD may invite shortlisted candidates for an **interaction, discussion, or clarification** through online or offline mode, as deemed necessary.

Step 6: Approval by Competent Authority

Based on the committee's recommendations, the final selection is approved by the **Competent Authority / Governing Body of SAIARD**.

Step 7: Offer of Fellowship

Selected candidates receive a **formal Offer / Acceptance Letter** specifying the Fellowship category, scope of engagement, and applicable rules and regulations.

Step 8: Acceptance & Documentation

The selected Fellow must submit:

- Signed **Acceptance Letter/Email**
- **Self-Declaration & Undertaking**
- **Fellowship Agreement (if applicable)** within the stipulated time period.

Step 9: Confirmation & Onboarding

Upon successful verification of documents, the Fellowship is formally confirmed, and the Fellow is **onboarded into SAIARD's academic and professional ecosystem**.

Step 10: Commencement of Fellowship Activities

The Fellow may commence approved activities in coordination with SAIARD, strictly in accordance with its rules, regulations, and institutional framework.

FELLOWSHIP BENEFITS

- As a fellow member you will be entitled to following benefits:
- Fellow Members will get a prestigious certificate regarding Fellow membership, which is essential for one's academic and professional achievements.
- They will get a 30% exemption from registration fees for all the National and International Conferences organized by SAIARD.
- On the basis of the theme of the conference and their domain, Fellow members will get a chance to become Chairperson/Co-Chairperson/Lead lecturer/Keynote
- Speaker in any National and International Conferences organized by SAIARD.
- Fellow Members may be appointed as judges for poster presentation of any
- National International Conferences organized by SAIARD.
- Fellow Members may be appointed as a member of the organizing and apex committee of any Conferences organized by SAIARD.
- Fellow Members will also be privileged to host the National or International Conference, workshops and training programmes at their own place/country.
- Fellow Members will also get a chance to become a part of SAIARD's publication either as a reviewer or editor.
- Fellow Members can contribute their research articles in SAIARD's publication and for that he/she will also get 30% exemption from publication charges.
- Every Fellow member will get a specimen copy of any SAIARD's publication (either Book or Journal) at free of cost.
- Fellow Members will also get a chance to become a part of SAIARD's research projects as a member of the 'Research Advisory Committee'.
- Fellow Members will also get a chance to become entitled or nominated for SAIARD's National or International Awards on the basis of their academic/professional achievements.
- SAIARD will help to share the name of its Fellows in any research advocacy and consultancy services.

SELF-DECLARATION & UNDERTAKING

For Fellow Members of
South Asian Institute for Advanced Research and Development (SAIARD)

I, the undersigned, hereby solemnly declare and affirm the following:

1. Personal Details

- **Full Name (as per ID Proof):** _____
 - **Category:** National Fellow International Fellow
 - **Affiliation / Organisation (if any):** _____
 - **Nationality:** _____
 - **Residential Address:** _____
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2. Valid Identity Proof Details

(Attach self-attested copy)

- **Type of ID Proof:** Aadhaar Passport
 - **ID Proof Number:** _____
 - **Issuing Authority / Country:** _____
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3. Declaration

I hereby confirm that:

1. I have **read carefully and fully understood** the *Fellowship Rules and Regulations of the South Asian Institute for Advanced Research and Development (SAIARD)*.
2. I **voluntarily accept** the Fellowship offered to me by SAIARD and agree to **abide by all rules, regulations, policies, codes of conduct, and amendments** issued by SAIARD from time to time.
3. I acknowledge that the Fellowship is **honorary/professional in nature** and does **not confer employment, salary, decision-making authority, or financial powers**, unless expressly stated through a separate written agreement.
4. I clearly understand that I am **not authorized** to:
 - Take any independent financial or monetary decisions on behalf of SAIARD

- Request, collect, receive, or handle any funds, donations, grants, or sponsorships
 - Commit SAIARD to any financial or legal obligation
- without prior written approval from the competent authority of SAIARD.**
5. I agree that any representation, collaboration, activity, event, or communication under the name of SAIARD shall be undertaken **only with prior written permission** and in continuous coordination with SAIARD authority.
 6. I undertake to uphold the **integrity, transparency, confidentiality, and reputation** of SAIARD in all professional and public engagements.
 7. I understand that **violation of any rule or misuse of SAIARD's name or affiliation** may lead to suspension or termination of my Fellowship without prior notice.
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4. Declaration of Truth

I hereby declare that the information provided above is **true and correct to the best of my knowledge and belief**. I understand that any false declaration may result in cancellation of my Fellowship and other appropriate action as deemed fit by SAIARD.

5. Name (in Block Letters):

- Place: _____
- Date: _____

Full Signature of the Fellow:

For Office Use (SAIARD)

- Fellowship Category: Senior Fellow Associate Fellow
- Fellow ID -
- Fellowship Approved By: _____
- Designation: _____
- Signature & Seal: _____